

Class Concept

This is educational administrative work assisting in or directing of activities of a major state education program supported by federal funds in the Department of Public Instruction or Community College System Office. Positions serve as state administrators of federally sponsored programs designed to supplement and improve curriculum and instruction in public and non-public schools and community colleges. Work includes administrating education program activities; coordinating programs with programs having similar objectives in other state and local agencies; consulting or directing committees of curriculum and instruction specialists in the development of projects; and advising and assisting local project administrators on policies, procedures, and guidelines used in developing and implementing, and evaluating projects. Work also includes conferring with federal officials to determine overall program objectives; establishing state guidelines and program policies; and coordinating activities of state and local education agencies to achieve maximum effectiveness and program success.

Positions serve as state administrators of federal programs and are responsible for directing and coordinating the activities of a professional and technical staff and report to a Division Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of federal and state provisions, regulations, and objectives pertaining to education programs.
- Considerable knowledge of principles and practices of local education agency administration.
- Ability to plan, coordinate, and direct programs designed to supplement and improve curriculum and instruction in the public and non-public schools; ability to coordinate activities of a professional, technical, and clerical staff to achieve maximum effectiveness and program success.
- Ability to establish and maintain effective working relationships with federal, state, and local education officials, subordinates, and the general public.
- Ability to express ideas and interpret policies and procedures clearly and concisely, orally and in writing, and to speak effectively before large groups.

Minimum Education and Experience

Master's degree in education, school administration, business administration, or public administration from an appropriately accredited institution and five years of responsible administrative experience in an education environment at the local, state, or federal level; or an equivalent combination of education and experience.