

Class Concept

This is administrative and supervisory work in directing or coordinating major educational programs, activities, and staff in the Department of Public Instruction or Community College System Office.

Positions are responsible for the supervision of varied and broad state-level services and operations, to include personnel, budgets, and education curriculum and/or education program components. Positions provide program development and dissemination of program information to local educational units and/or community colleges. Positions serve as liaisons and coordinate the work with other state and federal agencies, institutions of higher learning, education based organizations, and private businesses and industry as well as sections and divisions within the department. Positions oversee the evaluation of programs in order to introduce innovative concepts, redesign current techniques, and establish in-service training programs. Positions formulate major policies and procedures of the section and/or division.

Positions serve as supervisors over a component of a large curriculum area or major education program with staff and report to a Division Director in the Department of Public Instruction. In the Community College System Office, positions serve as Directors over a major educational program and report to a higher level Director or Associate Vice President.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of basic principles and theories of education.
- Thorough knowledge of educational trends, developments, instructional methods, and techniques.
- Thorough knowledge of the specific subject area assigned.
- Considerable knowledge of the organization of the present educational system in the state.
- Some knowledge of administrative techniques and pertinent laws, rules, and regulations governing the educational system.
- Ability to plan, organize, and develop a statewide education program.
- Ability to delegate professional assignments to subordinates and evaluate their work.
- Ability to establish and maintain effective working relationships with subordinates, committee members, school administrators, and the general public.
- Ability to interpret rules, regulations, and policies

Minimum Education and Experience

Master's degree in education or in the special education field to which assigned from an appropriately accredited institution, and four years progressively responsible experience in public education, or a

Doctoral degree in education or in the special education field to which assigned from an appropriately accredited institution, and two years of progressively responsible experience in public education; or an equivalent combination of education and experience.