

### 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 Program Directors over more limited curriculum and/or education programs with staff or as Assistant Directors in large, complex, comprehensive education programs with staff and report to a Division Director or Associate State School Superintendent in the Department of Public Instruction. In the Community College Systems Office, positions are over a major educational area with multiple programs and report to a Vice President.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of educational trends, developments, and instructional techniques.
- Thorough knowledge of federal and state laws and regulations pertaining to the assigned area.
- Considerable knowledge of administrative techniques and the organization of the present educational system in the state.
- Ability to plan, organize, and implement a statewide program in the public education or community college system.
- Ability to delegate professional assignments to subordinates and evaluate their work.
- Ability to establish effective working relationships with college officials, public school teachers and administrators, subordinates, and the general public.
- Ability to assist in the formulation of rules, regulations, and policies.

#### Minimum Education and Experience

Master's degree in education or the special education field to which assigned from an appropriately accredited institution, and six years of experience in public education, including a minimum of three years in an administrative capacity; or a

Doctoral degree in education or the special education field to which assigned from an appropriately accredited institution, and three years of experience in public education including two years in an administrative or supervisory capacity; or an equivalent combination of education and experience.