

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 Division Directors over large, complex, comprehensive education programs and staff and report to an Associate State School Superintendent in the Department of Public Instruction.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of educational trends, developments, and instructional techniques.
- Thorough knowledge of federal laws and guidelines as they pertain to the state's educational program.
- Thorough 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 public education.
- Ability to delegate complex professional assignments to subordinates and evaluate their work.
- Ability to establish effective working relationships with federal officials, public school teachers and administrators, subordinates, and the general public.

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 four years in an administrative capacity; or

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