

### Class Concept

This is professional work of a specialized education nature in the state's Public Education or Community College system departments. Work in this class includes administrative and coordinative functions in broad academic and/or supportive service areas. Employees in this class may be assigned short-term special emphasis projects or programs or the work may be related to an instructional or education program area. Considerable latitude for creativity and program development is given. Work assignments originate as a consequence of needs for developing programs in the state education or community college system departments. Employees receive guidance from higher-level education consultants or other administrative personnel. Work is reviewed through periodic reports and conferences and assessment of overall progress in the assigned program or service area.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- General knowledge of public education, programs, rules, and regulations.
- General knowledge of instructional methods and techniques.
- Considerable knowledge of basic principles and theories of education.
- Ability to establish and maintain effective working relationships with school administrators and the general public.
- Ability to effectively convey ideas, in oral or written form, on educational programs and policies to State and local education department personnel.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three years of progressively responsible work experience in an education related field; or an equivalent combination of education and experience.