



EDUCATION-ASSOCIATE SUPERINTENDENT

Characteristics of Work

This is administrative work in which incumbents serve as the director of multiple bureau areas within the Department of Education. Work involves formulating, directing, and controlling the operations through bureau directors and various highly specialized professional and technical personnel. This position is responsible for analyzing administrative problems which require the exercise of a high degree of independent judgment in the establishment, interpretation, application, and enforcement of rules, regulations, and policies for the State Department of Education. Supervision is exercised over incumbents in subordinate positions. Incumbents in this classification work under the supervision of the State Superintendent of Education and/or Deputy State Superintendent of Education.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Assists and advises the State Superintendent of Education and Deputy State Superintendent of Education on all aspects and phases of the direction and supervision of assigned areas of responsibility.

Counsels with staff members and other appropriate groups in the promulgation and implementation of department policies, plans, and procedures.

Directs fiscal accounting and budgeting activities.

Approves budget requests and expenditures.

Gives administrative leadership to all phases of programs in the assigned area.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.

Approves appointment of personnel as needed.

Develops and directs coordination of policy, rules, and regulations as necessary for State Board of Education consideration.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university and five (5) years of professional experience, three (3) years of which must have been directly related to the special experience defined below;

OR

Minimum Requirements (continued)

A Bachelor's Degree from an accredited four-year college or university and six (6) years of professional experience, (3) years of which must have been directly related to the special experience defined below.

Special Experience

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the area in which the position exists. In those areas where specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the area, the incumbent must also be experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.