

EDUCATION PROGRAM SUPERVISOR

KIND OF WORK

Professional education, consultative and administrative work in the supervision of an education program.

NATURE AND PURPOSE

Employees in this class are responsible for the development, improvement and supervision of a specialized program in education. The employee assumes administrative responsibility for directing the work of a small unit or section within the Department of Education. Responsibility includes providing professional consultative services to public school officials or teachers in one or more special areas of education, as well as the supervision of professional consultants also rendering such services to school districts. The employee possesses considerable independent responsibility in improving programs within established state policies or federal regulations. Work is subject to general review by an Educational Specialist of a higher level or an Assistant Commissioner.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises professional education consultants so that field services are provided to public/private schools within the appropriate specialty area.

Assists local officials or teachers in the organization, development, administration, and evaluation of statewide school programs in one or more fields in order to assure conformance to state/federal regulations.

Advises administrators and teachers in alternative methods of program development and administration in order to improve program effectiveness.

Organizes and works with advisory committees and statewide organizations of teachers and/or administrators in order to improve programs.

Directs or assists in the publication of manuals, guides, articles, or other materials used by teachers so that the most current material available is used for course content development and methods.

Plans and conducts inservice training conferences or institutes for teachers, other school personnel, program staff members, etc. so that all are kept abreast of current developments in their particular specialty areas.

Develops standards and materials for the implementation of federally aided programs so that there is statewide uniformity.

Reviews applications for state and federal aids so that resulting programs/projects meet established standards.

Supervises the consultant function of a small unit in the department to maintain a high level of service in all specialty areas.

Develops or assists in development of program budgets so that unit goals and objectives can be accomplished.

Reviews and evaluates public/private school organizational program and functional structure to ensure compliance with state and federal regulations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the subject matter in the field of specialization.

Considerable knowledge of educational problems and processes, especially as they relate to the field of specialization.

Considerable knowledge of the principles and practices of educational administration.

Considerable knowledge of state and federal laws and policies of the Board of Education pertinent to the field of specialization.

Ability to:

Organize, conduct, or participate in meetings with school board members, school officials, teachers, committees, and other interested groups.

Evaluate special school programs and make recommendations in terms of acceptable standards and policies.

Analyze instructional techniques and recommend improvements.

Supervise other professional and clerical employees.

Organize and supervise programs in the field of specialization.

Speak effectively in public.

Assist organizations in the development of related youth programs.

Originate, administer, and supervise statewide programs in education.

Conduct research in the field of specialization.

Est.: 12/78
Rev.:

T.C.:
Former Title(s):