

EDUCATION PROGRAM DIRECTOR II

DESCRIPTION OF WORK

This is administrative and supervisory work in directing or coordinating major educational programs or activities.

Employees serve as state directors in Public Instruction in program areas such as teacher education, special education for exceptional children, and as a coordinator in elementary and secondary education programs. In Community Colleges employees are designated as state directors or deans for degree and diploma programs, student personnel and program resources, planning and coordinating, and continuing education programs. Work includes the development of policies, procedures, guidelines, or curriculum for the assigned program area; the coordination of the programs with colleges, universities, and local units; and evaluation of programs in order to introduce innovative concepts, redesign current techniques, and establish in-service training programs. Work is performed independently under general guidelines established by federal and state law and is under the direction of an Assistant State Superintendent or the State President or Vice President of Community Colleges. Work is reviewed through periodic conferences to determine overall effectiveness of the assigned program.

EXAMPLES OF DUTIES PERFORMED

Consults with senior colleges in administering the state policies and procedures involved in teacher education and certification.

Provides leadership in the development and improvement of long-range staff development programs by administrative units.

Supervises and establishes priorities for subordinate staff members.

Plans and conducts the activities of the elementary and secondary program generalists with the subject area specialists.

Consults with and recommends additional program areas and curriculum changes needed in the public school or community college system.

Establishes and directs a community college educational program specifically designed to aid adults in completing a high school education or continuing their education.

Coordinates the community college transfer program with the senior colleges and universities.

Recommends changes in program policy and procedures.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Thorough knowledge of professional and technical procedures involved in the execution of standards and requirements for college accreditation, teacher and school administrator certification, and classification of school personnel.

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.

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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 field to which assigned 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 field to which assigned 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.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DIVISION

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