

EDUCATION PROGRAM ADMINISTRATOR I

DESCRIPTION OF WORK

This is administrative work assisting in the direction of activities of a major state education program supported by federal funds.

Employees serve as assistants to state administrators of federally sponsored programs designed to supplement and improve curriculum and instruction in public and non-public schools. Work includes relating the education program activities with programs having similar objectives in other state and local agencies, consulting or directing committees of curriculum and instruction specialists in the development of projects, and advising and assisting local project administrators on policies, procedures, and guidelines used in developing and implementing projects. Work may include directing a small federal program and supervising a small technical and clerical staff. Duties are performed under the general direction of an Education Program Administrator II or higher level supervisor and are subject to review through periodic conferences.

EXAMPLES OF DUTIES PERFORMED

Organizes panels or committees to read and evaluate projects submitted by local education agencies, reviews comments of committees, and makes recommendations for additions, deletions, and modifications prior to their approval.

Coordinates education program activities with other state and local agencies having similar programs to eliminate duplication and to promote program expansion.

Confers with representatives from local education agencies concerning interpretation of guidelines and the implementation of effective educational projects within the framework of existing federal-state rules and regulations.

Assists in establishing policies and procedures for administering and evaluating educational programs in North Carolina in accordance with state and federal directives; assists in preparing program guidelines and publications for dissemination of information.

Participates and assists in planning workshops and area meetings with local personnel responsible for implementing projects.

Cooperates with instruction specialists to achieve overall effectiveness of education programs in accordance with federal and state requirements.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of federal and state provisions, regulations, and objectives pertaining to education programs.

Considerable knowledge of principles and practices of local education agency administration.

Ability to establish and maintain effective working relationships with federal, state, and local education officials and the general public.

Ability to express ideas and interpret policies and procedures clearly and concisely, orally and in writing, and to speak effectively before large groups.

Minimum Education and Experience

Masters degree in school administration, business administration, or public administration and four years of administrative experience, preferably in education, at the local, state, or federal level; or an equivalent combination of education and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DIVISION

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