

## ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION

DESCRIPTION OF WORK

This is administrative work in assisting and directing the various educational programs and services of the Department of Public Instruction.

Employees in this class are relied upon by the State Superintendent to assist in the execution of the state public school laws, and the policies, rules, and regulations of the State Board of Education. Each employee serves as Assistant Superintendent over major programs, functions, or activities of the Department and is delegated responsibility for the general administration of each. The Assistant Superintendents supervise and direct a small or large professional staff in one of six areas such as in Research and Planning, Administrative Services, Special Services, Personnel Relations and Public Affairs, Human Relations and Student Affairs, or Program Services. Work is performed with considerable independence subject to general review by the State Superintendent and the Board of Education.

EXAMPLES OF DUTIES PERFORMED

Confers with program directors in executing specific phases of a program of the Department of Public Instruction; makes administrative decisions affecting the operation of these activities; confers with the Superintendent of Public Instruction on matters of policy.

Acts for the Superintendent of Public Instruction during his absence from the office.

Performs special administrative duties as assigned by the superintendent; interprets school laws, rules, and regulations; reviews and analyzes the operations of city and county school boards; recommends legislation.

Provides leadership to local education agencies in developing sound and effective personnel policies and practices for professional education personnel and auxiliary school personnel.

Plans, initiates, and coordinates projects and programs for the improvement of management and leadership skills of personnel within the state agency and educational leadership at the local school level.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Thorough knowledge of modern theories and practices of education and school administration.

Thorough knowledge of state and federal laws and regulations governing public education in North Carolina.

Demonstrated ability to direct an extensive educational program.

Ability to delegate complex tasks to professional and clerical staffs.

Ability to represent the State Department of Public Instruction and to interpret its program and its objectives to community groups, professional associates, and the public in an effective manner.

Ability to maintain effective working relationships with teachers, superintendents, county and city boards of education, and responsible executive officials in the State Department of Public Instruction.

NC 03585

Minimum Education and Experience

A master's degree in education and eight years experience in public school administration and supervision; or an equivalent combination of education and experience.

PREPARED BY  
NORTH CAROLINA STATE PERSONNEL DIVISION

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