

ASSOCIATE STATE SCHOOL SUPERINTENDENT

CLASS CONCEPT

This is administrative, policy-making work in directing the various and broad educational programs and services of the N.C. Department of Public Instruction. Employees serve as an Associate State School Superintendent over major program areas of the Department and are delegated responsibility for the general administration and management of each area. Employees in this class are relied upon by the Deputy State Superintendent and Chairman of the State Board of Education to assist in the execution of the state public school laws, and the policies, rules, and regulations of the State Board of Education in their assigned work areas. The positions supervise and direct professional staff in areas such as curriculum/instruction and accountability services, financial/school business and innovation and school transformation services, and the State Board of Education relations. Work is performed with considerable independence subject to general review by the Deputy State Superintendent and/or the Chairman of the State Board of Education.

RECRUITMENT STANDARDS

Knowledges, 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 area.

Ability to delegate complex tasks to professional and office support staff.

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 federal officials, teachers, superintendents, local education agency personnel, local boards of education, and management and professional staff in the Department of Public Instruction.

Minimum Training and Experience Requirements

PhD or Ed.D in curriculum and instruction or education administration and ten years of progressively responsible leadership experience in public education, or a Master's degree in Business Administration or Public Administration and ten years of progressively responsible financial leadership experience in public education, or an equivalent combination of related training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.