

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV78365</b>
<b>Job Class Code:</b>	<b>250</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>09/29/69</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Education Series

**JOB CODE TITLE:** EDUCATION PROGRAM DIRECTOR

**HRIS TITLE:** EDUC PRG DIR

**CHARACTERISTICS OF THE CLASS:** Works under the administrative direction of a deputy associate superintendent or administrative superior. Has the authority to independently make decisions on curricular development, organization, teacher certification education programs in school, as well as assist with development of departmental standards and policies. Directs an education program and staff engaged in providing technical assistance and services to educational agencies by developing and improving education programs in educational institutions, agencies and organizations both within the State and outside of the State. Programs involved are in professional development, curricula development, teacher certification, special education, compensatory, substance abuse, equal opportunity, achievement testing, Indian education, adult vocational education, and other educational programs. Work product consists of effective operation of assigned educational program(s); improved educational programs of local educational officials in assessing and meeting the educational needs of their pupils. Responsible for quality and effectiveness of assigned educational program(s) and the consultative services provided by subordinate staff; for prompt and timely delivery of services and reports.

**EXAMPLES OF DUTIES:** Plans, organizes, and directs the work of a staff engaged in providing services to local educational agencies by developing and improving education programs for professional development, elementary, secondary, post-secondary, vocational, adult, substance abuse, equal education opportunity or other educational programs. Plans and directs the work of a staff performing teacher certification services. Coordinates projects to improve and enrich education programs. Directs and coordinates the provision of technical assistance to school districts in specialized areas such as: substance abuse prevention, acquired immune deficiency syndrome education, child abuse and sexual abuse education, etc. Visits local school agencies and facilities to evaluate, assess, consult and advise on program matters and the educational needs of their pupils. Selects and trains professional personnel and reviews their work for conformance to departmental standards and policy. Develops guidelines and approves projects and programs.

Coordinates the activities of work unit with other education units, division, groups and agencies. Directs the development of innovative pilot programs. Provides and disseminates training materials for improvement of educational program. Prepares and makes presentation to local school districts, boards, and community groups. Coordinates the development of guidelines pertaining to education program proposals, curricular, and instructional programs. Plans, hosts, or directs seminars, workshops or special training sessions or programs of specified duration. Writes policy and operating procedures for work unit, subject to guidelines and regulations set forth by superior, and by applicable laws, rules and regulations. Performs related work as required.

**WORK CONDITIONS:** Works in an office setting. Frequent overnight travel within the State of Arizona.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the methods and procedures in the areas of specialization directed; methods and techniques of curriculum development and educational program planning; the regulatory and statutory provisions of pertinent laws, grants, etc., both State and Federal, covering education programs; the principles, practices and trends in education, and in public school organization and administration; instructional materials and their availability and applicability to curriculum as appropriate to area of assignment; contemporary concepts, methods and practices of education management and classroom teaching, and their application to public school education programs.

**Skill in:** work management and work leadership of a group of specialists engaged in providing educational consultative services; analysis and evaluation of program effectiveness and progress; interpreting and applying Federal, State, grants and other laws, rules and regulations for pertinent programs; determining if education programs are effective in meeting educational needs of local educational officials; oral and written communication techniques; interpersonal relationships.

**Ability to:** establish and maintain effective working relationships.

**Experience and Education:** Typical ways to obtain the KSAs would be:

- One year of supervisory or administrative experience appropriate to the assignment.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.