

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV78370</b>
<b>Job Class Code:</b>	<b>250</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>25</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>07/24/74</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>02/28/04</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** EDUCATION SERIES

**JOB CODE TITLE:** DEPUTY ASSOCIATE SUPERINTENDENT OF EDUCATION

**HRIS TITLE:** DPTY ASSOC SUPT OF EDUC

**CHARACTERISTICS OF THE CLASS:** Under administrative direction, is responsible for assisting in the direction, supervision and coordination of the total statewide program for professional development, elementary, secondary, post-secondary and adult education; and performs related work as required.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Directs and participates in the preparation of the plans and policies of professional development, elementary, secondary, post-secondary and adult education; evaluates the work of professional development, elementary, secondary, post-secondary and adult education services; coordinates the professional development, elementary, secondary, post-secondary, and adult education programs internally and with the entire State educational program; coordinates and directs preparation of subject matter bulletins; coordinates and gives direction to research in determining needs for further program development; coordinates development of curricula with division directors; organizes curriculum committees to develop guidelines in all areas of study and prepares materials for publication; may supervise State subject matter consultants; may administer State achievement testing programs, coordinates the evaluation of State and Federal programs; prepares financial budgets and administers all expenditures; coordinates the preparation and maintenance of reports, statistics and records; communicates the preparation and maintenance of reports, statistics and records; communicates the total education program to the public; serves on various boards; represents department at official meetings.

**WORK CONDITIONS:** Unknown

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the philosophy, principles, practices, methods and trends in education; methods and procedures used in curriculum development; principles of supervision and administration; the statutory provisions covering education programs.

**Skill/Ability to:** direct and administer educational programs; supervise; analyze situations and take effective action; establish and maintain effective working relations with officials, representatives and other groups; speak and write effectively.

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be:

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

One year of experience within the last three years in an assignment with duties that provided knowledge, abilities and skills closely related to those required by this position.