

## Education Supervisor 1

### I. KIND AND LEVEL OF WORK

Under administrative direction, an employee in this class has deep expertise in the field of education and performs professional consultative and administrative work in the supervision of education programs. Positions at this level are responsible for the development, improvement and supervision of specialized program(s) in education. Incumbents serve as expert consultants; supervise the work of a small unit of professionals who render consultative services to school districts; oversee research and analysis in specialized program(s); coordinate data management processes; and implement and direct the administration of aid programs.

### II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Supervisor 1 classification perform professional education, consultative and administrative work for education programs and supervise the work of a small team of professional consultants. These positions have considerable independent responsibility in improving programs within established state policies or federal regulations. Positions in the Education Supervisor 2 classification differ from the Education Supervisor 1 level as they perform advanced professional and supervisory work in the development and delivery of multiple education programs and direct the work of seasoned professional consultants with differing focus areas and may supervise lower level supervisors. Positions at the Education Supervisor 2 level have to develop strategies to address emerging educational issues and legislation, including the design and implementation of new policy, procedures and legislative recommendations to resolve complex problems related to the program.

### III. EXAMPLES OF WORK/DUTIES

- Direct staff in performing research and policy analysis and provide consultation with executive and legislative policy makers, to ensure that accurate and timely information on current programs, school financial management and auditing issues, and policy options is presented to executive and legislative policy-makers.
- Oversee staff in providing management assistance, consultation, training and current resource materials to school district personnel, advisory committees, statewide educational professional organizations, and other interested stakeholders to improve programs and program effectiveness, facilitate sound district budgeting, and ensure compliance of programs with laws and rules, proper completion of reports and applications, and public understanding of education program and funding issues.
- Direct staff in developing standards and materials for administering aid programs to ensure aid entitlements are determined in an accurate, uniform and timely manner; local education agencies are provided with accurate fiscal information and guidance; program and project results meet established standards; and accurate data and reports are maintained.

- Supervise the provision of financial management and technical assistance to school districts and charter schools related to budgeting, accounting, auditing, as required by Minn. Stat. 127A.19 so that schools and districts can develop sound business practices within the confines of federal and state laws and generally accepted governmental accounting principles.
- Coordinate data management processes to ensure that data used for education program and funding research, policy development, budget forecasting, aid and levy calculations, and management assistance and consultation are consistent, accurate and timely and appropriately maintained as needed for management analysis.
- Oversee staff in performing and presenting education research and analysis so that accurate and timely information on current programs, funding needs, and policy options is available and appropriately shared with agency and school leadership and legislative policy-makers.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

##### *Knowledge of:*

- Principles and practices of educational administration related to education program areas sufficient to design, implement, verify and explain management systems and program improvements.
- Minnesota laws, rules, policies and administrative procedures related to program areas sufficient to advise on and explain systems and programs to agency management or other stakeholders.
- Public and education finance theory and practice and school district management and financial accounting sufficient to assess and explain the impact of current and alternative education finance policies on school district budgeting, accounting and reporting.
- Research methods and statistics sufficient to design, monitor, evaluate and explain research on education policy issues so that the research conducted by the section provides sound information for executive and legislative decision-making.
- Data management techniques and computer systems sufficient to train section staff in the design of data collection systems, data queries and the selection and use of appropriate systems for varied tasks.

##### *Skills in:*

- Leadership sufficient to organize and supervise programs and ensure staff carry out customer-oriented services.
- Quantitative analysis sufficient to ensure mathematical and statistical computations are performed accurately.
- Communication, combined with tact and diplomacy, sufficient to provide clear information to stakeholders.

##### *Ability to*

- Analyze and evaluate instructional techniques, school programs, standards and policies and recommend improvements.
- Originate, administer, and supervise statewide programs in education and assist organizations in the development of programs.

- Facilitate group processes and meetings with school board members, school officials, teachers, committees, and other interested groups.

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

## SPECIAL WORK CONDITIONS

N/A

## REFERENCES

Former title(s): Education Program Supervisor, 12/1978

## REVISION HISTORY

Established 12/1978

Revised 06/2024

Title Change 06/2024