

Education Supervisor 2

I. KIND AND LEVEL OF WORK

Under administrative direction, an employee in this class has deep professional knowledge and experience in the field of education and performs advanced professional and supervisory work in the development and delivery of education programs. Positions at this level supervise a team of seasoned professional consultants who plan, deliver and evaluate education programs. Incumbents in this classification must lead initiatives related to complex education programs that impact large portions of the state's student population, including developing strategies, policies, and tools to address emerging educational issues and legislation.

II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Supervisor 2 classification typically oversee multiple education programs. At this level, incumbents are expected to develop and evaluate solutions and strategies to address emerging issues and ideas related to the education programs that the incumbent oversees. Positions in the Education Supervisor 1 classification differ from the Education Supervisor 2 level as they have a greater focus on consultation and administrative work for education programs rather than development and delivery. Positions at the Education Supervisor 1 level work within established state policies or federal regulations when carrying out their responsibilities. Positions in the Education Director 1 class direct the work of a small division of the agency, providing strategic direction and guidance to long-term education program goals.

III. EXAMPLES OF WORK/DUTIES

- Advocate and support understanding of the role of statewide assessments and student results in a comprehensive balanced assessment system and supporting instruction by providing resources, professional development and technical assistance to Minnesota districts and community members.
- Direct the planning, development, monitoring, evaluation, improvement and reporting of education and funding programs, initiatives and strategies so that local education agencies are able to administer programs in alignment with best practices and current research, improve student outcomes and ensure compliance with federal and state requirements.
- Manage multiple program priorities and activities for assigned education programs, including development of program standards and objectives, researching and proposing legislative and policy changes to program management, coordination of services with outside vendors, and consultation with subject matter experts to meet program goals.
- Plan, implement, and manage test development to ensure that the assessment instruments meet standards for content validity, psychometric soundness, defensibility and legislative requirements.

- Oversee the design, development and improvement of the systems that support education programs so that accurate, high quality and timely information is available for school leadership and legislative decision-making and data tracking and reporting requirements are met.
- Direct staff in performing and presenting education research and analysis so that accurate and timely information is available and appropriately shared with agency and school leadership and legislative policy-makers to improve the quality of strategies for student success.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Federal and state laws, regulations, and policies as they pertain to education programs and procedures.
- Minnesota school finances and the varied funding formulas to assess and explain the impact of present and future finance policies on school district budgeting, accounting and reporting.
- Accounting, budget and the government procurement principles, standards, procedures and systems pertinent to the position sufficient to effectively recommend allocations and obtain necessary resources.
- Research methods and statistics sufficient to design, monitor, evaluate and explain research on education policy issues so that the research conducted provides sound information for executive and legislative decision-making.

Skills in:

- Project management sufficient to organize and prioritize activities among multiple demands, determine and garner necessary resources, and meet timelines.
- Analyzing quantitative and qualitative data to identify patterns, similarities, inconsistencies and problem areas; ensure accurate mathematical and statistical computations; and see beyond obvious conclusions for applying regulations in varying situations.
- Human relations sufficient to be diplomatic and tactful and maintain neutrality and a calm demeanor when handling sensitive and emotionally charged situations and questions, obtain “buy-in” for opposing interests, and resolve conflicts and establish positive working relationships with others.
- Communication sufficient to effectively inform and educate others and clearly explain, prepare and present technical problems and findings to diverse audiences.

Ability to:

- Lead, motivate, coach, mentor and support team members through challenges in their work from outside and inside the agency and state enterprise and achieve the core mission.
- Read, analyze, interpret, and apply complex laws, rules, policies and procedures related to student services and data practices.
- Use and interpret financial data obtained from a variety of systems and explain the data to non-financially oriented management personnel.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Education Resource and Support Team Supervisor, 10/1992; Education Supervisor, 09/1999

REVISION HISTORY

Established 10/1992

Revised 09/1999, 06/2024

Title Change 06/2024