

Education Director 1

I. KIND AND LEVEL OF WORK

Under administrative direction, an employee in this class provides overall leadership and coordination of a small division in the agency. Positions at this level lead and coordinate the development, implementation, and evaluation of education programs and services; ensure education services and systems are effective and efficient; ensure equitable access to education services; oversee program partnerships and initiatives; oversee state and federal grant programs; and align activities of the division to agency priorities and statewide goals.

II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Director 1 class provide overall leadership and coordination of a small division of the agency or a large portion of a larger division. Positions at this level develop long-range plans for the division and provide direction to multiple functional areas to accomplish the objectives. Positions in the Education Supervisor 2 class differ from the Education Director 1 level as they provide daily leadership and coordination of a large work unit within a division with less focus on setting strategic program direction and objectives. Positions in the Education Director 2 class differ from the Education Director 1 level as they set direction for large and diverse statewide education programs and initiatives, overseeing and managing all functions of a large division in the agency that has significant statewide impact and multiple components directing work through subordinate managers and supervisors.

III. EXAMPLES OF WORK/DUTIES

- Lead, direct and coordinate the research, development, implementation, and evaluation of educational programs and services ensuring alignment with agency and state priorities and compliance with state and federal requirements.
- Develop and implement guidance, technical assistance processes, resources, training, and other support activities for schools and districts to increase education effectiveness.
- Set direction for funding and oversee development of legislative and budget proposals ensuring alignment with agency and state priorities and increased access to learning opportunities that meet the needs of the whole child.
- Oversee state and federal grant programs ensuring eligibility, accurate and timely reporting, and compliance with state and federal program requirements.
- Oversee statutory interpretation, guidance and training for local education and support agencies and organizations ensuring information is accurate and delivered in a timely manner.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Appropriate federal and state education laws, rules, regulations, policies and programs.
- Educational program and service trends, best practices and research in the program areas.
- State and federal fiscal and budgetary procedures.
- Technology and software applications and capabilities needed to complete projects.

Skills in:

- Leadership to define and articulate principles, establish boundaries, motivate and assist staff in their work, ensure high quality products, and achievement of identified outcomes.
- Program administration and policy development.
- Communication, diplomacy, negotiation, and group facilitation with diverse groups and audiences to lead and present complex information in a manner that is understandable and persuasive.
- Managing division and cross-division projects, implement detailed multi-track work plans and make appropriate changes to facilitate the accomplishment of division objectives and goals.
- Analytics to see patterns, similarities and inconsistencies in goals, objectives or intentions beyond obvious conclusions.

Ability to:

- Lead collective action partnerships with schools, community organizations, local units of government and other partner entities.
- Foster innovative practices in program design, administration and delivery.
- Exercise sound judgment and provide technical assistance on complex administrative issues.
- Conceptualize, develop and recommend major administrative, fiscal, and systems improvements.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Education Director State & Federal Programs

REVISION HISTORY

Established 12/1993 (abolished: 12/2003; re-established: 08/2004)

Revised 06/2024

Title Change 06/2024