

Education Director 2

I. KIND AND LEVEL OF WORK

Under administrative direction, an employee in this class oversees and manages all functions of a division in the agency. Positions at this level set agency direction in the development, research, implementation, monitoring, evaluation and auditing of agency programs relating to the State's Pre-K-12 education and education finance system. Positions in this classification develop long-term plans and strategies for education programs and funding to meet agency and statewide objectives. Incumbents provide leadership within the division to ensure consultation is provided regarding program and fiscal issues and systems, education funding needs, program and fiscal policy, and entitlements and levy limitations. Positions in this classification represent the department with all local education agencies providing collaboration, fiscal recommendations, and guidance on legislation, funding, and trends.

II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Director 2 class oversee and manage all functions of a large division of the agency that includes a number of visible, complex, and evolving educational programs. Incumbents typically direct work through subordinate managers and supervisors. Positions in the Education Director 1 class differ from the Education Director 2 level as they provide overall leadership and coordination of a small division of the agency or a large portion of a larger division that may include functions and programs of a smaller scope or less complexity and visibility. Positions at the Education Director 2 classification have greater responsibility for setting direction and priorities for the agency, including agency positions and expectations related to education programs and funding.

III. EXAMPLES OF WORK/DUTIES

- Manage the research, analysis, evaluation, and development of legislation, policy, and guidance related to division programs and services for the State's Pre-K-12 education system so that maximum efficiency, effectiveness, and equity are attained for programs and services.
- Identify Pre-K-12 general and special education finance, school facilities, pupil transportation, and school district organization issues needing research, analysis, evaluation, and policy development through independent study and consultation with legislative and executive policy-makers and staff, education experts, local school officials, educational organizations, and other stakeholders.
- Participate in executive budget hearings and meetings with the Governor and the Governor's staff to assist the Commissioner and executive team in explaining department policy objectives and proposals for the Governor's budget.

- Direct the activities of division staff related to school data collection, aid calculations and payments, budget forecasting, review and comment on projects, budget approvals, and performance reporting so that policies and programs are managed efficiently and effectively.
- Advise legislative committees, individual legislators, legislative staff, the Governor, Governor’s staff, and others involved in the legislative process on education programs, Pre-K-12 education finance, school facilities, pupil transportation and school district organization issues.
- Develop and administer the division budget in compliance with statewide accounting practices and in cooperation with agency finance and management so that the mission of the division is accomplished in an economically efficient manner and in the best interests of the learner and the State.
- Facilitate collaborative planning, prioritizing, and decision-making for the division so that its mission and goals are defined and consistent with the overall department mission and vision and annual performance indicators are identified and achieved.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Federal and state laws, rules, programs and administrative procedures governing the education and/or education finance system.
- Underlying theoretical, legal, and public policy rationale for each part of the Minnesota education system and the impact of the education finance system on the delivery of education programs and services.
- Legal, operational, and public policy issues related to financial management, district organization and support services for Minnesota schools and alternatives for addressing emerging problems and issues.
- Education and education finance programs and practices in other states and provinces.
- State fiscal and administrative management systems and procedures, including the biennial budget process, budget forecasts, the fiscal note process, and statewide accounting practices.
- The history, mechanics and underlying rationale for processes and procedures used by the Department for formal review and comment on school facility construction projects and approval of health and safety, alternative facilities bonding, and charter school building lease applications.

Skills in:

- Leadership sufficient to motivate individual staff members to overcome difficult challenges, develop and continuously improve job skills, work together to achieve goals and objectives, and carry out customer-oriented services.
- Communication combined with tact and diplomacy to explain complex systems and processes in plain language.

Ability to

- Develop solutions and alternatives to address problems and meet program goals and objectives based on a thorough understanding of diverse needs across programs.
- Evaluate proposals which are implemented and determine needed modifications.
- Draft and explain the ramifications of new proposals to the Governor, Commissioner, and legislators.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Education Director Finance Reform & Accountability

REVISION HISTORY

Established 12/1993

Revised 01/1996; 06/2024

Title Change 06/2024