NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Education Administrator 1	CODE: 69661 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under administrative direction from insititution superintendent, plans, directs, supervises & coordinates all education-related activities in state institution;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	50-70	Plans, directs & coordinates all education-related activities; makes recommendations regarding policies in other institutional departments which may affect or be affected by education program.	Knowledge of (1) management, (2) sound educational principles & processes, (3) educational administration; ability to (4) define problems, establish facts & draw valid conclusions regarding administration of educational programs, (5) convey importance & details of educational programs to public & staff, (6) establish rapport with all institutional staff.
2	20-30	Supervises school principal & administrative staff in administration of school program.	Knowledge of 2, 3, (7) supervision, (8) manpower planning, (9) employee training & development; ability to 4, 5.
3	10-20	Administers school budget; approves orders for supply & equipment needs; supervises maintenance of education facilities; reports to institutional superintendent on school program operations.	Knowledge of 1, 2, 3, (10) budgeting; ability to 4, 5.

(1043)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in management (or 6 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 3 courses in manpower planning (or 3 mos. exp.); 3 courses in employee training & development (or 3 mos. exp.); 1 course in budgeting (or 1 mo. exp.); or equivalent. Appropriate type Supervisory/Administrative Certification, as required & issued by Department of Education, unless certification deferred by Department of Education to other certifying body.

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