

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Education Administrator

SERIES NO.:

6966

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

04/26/2009

SERIES PURPOSE:

The purpose of the Education Administrator occupation is to plan, develop & implement educational programs for individuals who are institutionalized & supervise staff in program administration.

At the lowest level, incumbents plan, direct & oversee all educational programming within state institution (i.e., in assigned Mental Health facility) or in Department of Rehabilitation & Correction, Central Office, plan, direct & coordinate departmental educational programs within assigned geographic area, or in Department of Youth Services, Central Administration, plan, direct & coordinate all aspects of assigned program on statewide basis, or plan, direct & coordinate departmental educational programs within assigned geographic area.

At the middle level, incumbents serve as assistant to higher-level educational administrator & plan, develop, direct & coordinate educational programs for agency on statewide basis. Positions in the Department of Youth Services also supervise lower-level education administrators if assigned.

At the highest level, incumbents design, develop & implement all academic career-tech & special education programs for assigned agency on statewide basis & supervise lower-level education administrators.

Note: The Department of Youth Services may have two education administrator 1 positions assigned to its career-tech education programs.

JOB TITLE

Education Administrator 1

JOB CODE

69661

PAY GRADE

13

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The first administrative level class works under general direction & requires thorough knowledge of agency, state & federal rules, regulations & guidelines governing education standards, education & teaching principles/techniques, educational program management principles/techniques & supervisory principles/techniques in order to plan, direct & oversee all educational programming & supervise principals &/or administrative teaching staff within state institution &/or in Department Of Rehabilitation & Correction, Central Office, plan, direct & coordinate statewide departmental education programs (e.g., apprenticeship, job readiness, recreation, high school) within assigned geographic area, oversee school personnel in administration of educational programs & supervise education staff within assigned correctional institutions or in Department Of Youth Services, Central Administration, plan, direct & coordinate all aspects of assigned program (e.g., chapter 1, special education, basic education program evaluation, basic education curriculum development, career-tech education) in all institutional facilities on statewide basis, or plan, direct & coordinate departmental educational programs within assigned geographic area.

JOB TITLE

Education Administrator 2

JOB CODE

69662

PAY GRADE

14

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The second administrative level class works under general direction & requires considerable knowledge of agency, state & federal rules, regulations & guidelines governing education standards, education & teaching principles/techniques, educational program management principles/techniques & supervisory principles/techniques in order to serve as assistant to higher-level education administrator, plan, develop, direct & coordinate educational programs for agency on statewide basis, or in Department Of Youth Services, develop & implement program policy for assigned programs (e.g., special education; career-tech education; Title 1; community/transition education; evaluation & placement; professional development; recruitment) & if assigned, supervise lower-level education administrators, or in department of rehabilitation & correction, to design, implement & evaluate all special education programs, or all chapter 1/community education programs, or all academic programs or all career-tech programs for adult felons to ensure they meet standards set forth by state, department & American Correctional Association, develop all policies & procedures related to assigned educational programs & act in absence of higher-level education administrator.

JOB TITLE

Education Administrator 3

JOB CODE

69663

PAY GRADE

15

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The third administrative level class works under general direction & requires extensive knowledge of agency, state & federal rules, regulations & guidelines governing education standards, education & teaching principles/techniques & supervisory principles/techniques in order to design, develop & implement all academic career-tech & special education programs for agency on statewide basis, revise & implement policies & objectives & supervise lower-level education administrators & support staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Education Administrator 1	69661	EX	04/26/2009	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In state institution, plans, directs & oversees all educational programming (e.g., develops policies, standards, performance objectives & new programs) & supervises staff (e.g., principals, teachers, librarians),

OR

In Department Of Rehabilitation & Correction, Central Office, plans, directs & coordinates statewide departmental education programs (e.g., apprenticeship, career-tech job readiness, high school, library) within assigned geographic area, makes recommendations & formulates policy, coordinates programs for inmates having special educational & recreational needs, oversees school personnel in administration of educational programs & supervises staff (e.g., teachers),

OR

In Department Of Youth Services, Central Administration, plans, directs & coordinates all aspects of assigned program (e.g., chapter 1, special education, basic education program evaluation, basic education curriculum development, career-tech education) for implementation in all institutional facilities on statewide basis & devises & implements policies & standards as they relate to overall goals & objectives of agency, or plan, direct & coordinate departmental educational programs within assigned geographic area.

Authors, directs & evaluates grant proposals; formulates school budgets; maintains budgets, records & inventories; approves orders for supplies & equipment; writes & coordinates special projects to improve programs; develops & coordinates curricular offerings.

Serves as liaison with other state agencies, school districts, other areas within agency & community services; serves on committees; attends meetings, conferences & seminars; plans & coordinates workshops.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal rules, regulations & guidelines governing education standards; managerial principles/techniques; supervisory principles/techniques; education & teaching principles/techniques; public relations; budgeting; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive contacts & inquiries with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

If position requires supervision of teachers, must meet eligibility requirements for appropriate type of supervisory/administrative certification as required & issued by Department Of Education; 30 mos. exp. in supervisory or administrative position in educational institution or system. If position does not involve supervision of teachers, must have completed graduate core coursework in education or related discipline (e.g., psychology, sociology); 30 mos. exp. in supervisory or administrative position in educational institution or system.

NOTE: Applicant must successfully obtain appropriate supervisory/administrative certification prior to employment.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of applicable supervisory/administrative certificate in accordance with state board of education rules & regulations.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Education Administrator 2	69662	EX	04/26/2009	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as assistant to higher-level educational administrator, plans, develops, directs & coordinates educational programs for agency on statewide basis (e.g., devises & implements educational policies & standards, coordinates multiple programs, oversees school principals, makes recommendations for program improvement, revision or abolishment) & supervises staff (i.e., teacher supervisors & support personnel);

OR

In Department Of Youth Services, develops & implements program policy for assigned programs (e.g., special education; career-tech education; Title 1; community/transition education; evaluation & placement; professional development; recruitment) & if assigned, supervises lower-level education administrators;

OR

In Department of Rehabilitation & Correction, assigns, implements & evaluates all special education programs, or all chapter I/community education programs, or all academic programs or all career-tech programs for adult felons to ensure they meet standards set forth by state, department & American Correctional Association, develops all policies & procedures related to assigned educational programs & acts in absence of higher-level education administrator.

Serves as liaison with federal & state agencies, colleges & universities; works with other sections & outside professional educators in providing workshops for teachers; performs & participates in program evaluation; attends &/or presides over statewide advisory committee for assigned educational programs; attends state sponsored meetings; reviews applications for certification/licensure.

Develops & prepares funding/grant proposals; disseminates application material; prepares reports; assists in preparing & monitoring budget; oversees maintenance of school records; operates personal computer to edit, enter &/or verify data & to produce reports; designs & manages databases.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal rules, regulations & guidelines governing education standards; managerial principles/techniques; supervisory principles/techniques; manpower planning; education & teaching principles/techniques; public relations; budgeting; employee training & development. Skill in operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive contacts & inquiries with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

If position requires supervision of teachers, must meet eligibility requirements for appropriate type of supervisory/administrative certification as required & issued by Department of Education; 36 mos. exp. in supervisory or administrative position in educational institution or system. If position does not involve supervision of teachers, must have completed graduate core coursework in education or related discipline (e.g., psychology, sociology); 36 mos. exp. in supervisory or administrative position in educational institution or system.

NOTE: Applicant must successfully obtain appropriate supervisory/administrative certification prior to employment.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of applicable supervisory/administrative certificate in accordance with state board of education rules & regulations.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Education Administrator 3	69663	EX	04/26/2009	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Designs, develops & implements all academic, career-tech & special education programs for all institutions of agency on statewide basis, devises & implements educational policies & objectives, reviews & analyzes agency's educational accreditation & supervises staff (i.e., lower-level education administrators & clerical support staff).

Identifies, procures & utilizes supplemental educational assistance provided by state, federal & philanthropic organizations, writes proposals & grants, develops & monitors educational budget, maintain scholastics records & prepares various administrative reports.

Serves as liaison with federal & state agencies, employee organizations & institution superintendents & serves on various boards & commissions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state & federal rules, regulations & guidelines governing education standards; managerial principles/techniques; supervisory principles/techniques; manpower planning; education & teaching principles/techniques; public relations; budgeting; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive contacts & inquiries with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must meet eligibility requirements for appropriate type of supervisory/administrative certification as required & issued by department of education; 42 mos. exp. in supervisory or administrative position in educational institution or system.

NOTE: Applicant must successfully obtain appropriate supervisory/administrative certification prior to employment.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of applicable supervisory/administrative certificate in accordance with state board of education rules & regulations.

UNUSUAL WORKING CONDITIONS:

May require travel.