

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
EDUCATION ADMINISTRATOR

DEFINITION

Under general direction, administers and supervises an institutional education system which offers comprehensive education, training, and vocational programs; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinate staff, including Education Supervisors, and support staff; recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, personnel and related policies and procedures.

Determines the scope and emphasis of educational services offered in an institution; develops program guidelines and standards, establishes departmental policies and procedures, defines organizational structure and basic program assignments, develops and implements federal grants, coordinates services with other treatment areas and contracts for services not provided.

Plans and directs the preparation of program content and curriculum; selects and procures texts, training materials, aides and devices.

Establishes performance standards and requirements for job assignments for employees in the educational programs; organizes in-service training and self-development opportunities.

Provides administrative guidance necessary for the operation of the educational program; directs the preparation and maintenance of educational records and reports; recommends budget requirements and staffing patterns.

Confers with institutional administrative staff, departmental heads, and treatment team leaders to coordinate activities, facilitate objectives, recommend policies and procedures and exchange information concerning institutional operations

COMPETENCIES REQUIRED

Knowledge of school administration principles and practices.

Knowledge of current methods of teaching, testing and principles of special education.

Knowledge of the principles of supervision, organizational structure, and general administration.

Knowledge of current literature, trends and developments in the field of education.

Knowledge of treatment approaches to human behavior.

Knowledge of the structure and function of education agencies and resources.

Knowledge of resource areas for specialized curriculum construction.

Knowledge of departmental policies, procedures and regulations.

Ability to plan, direct, coordinate, assign and supervise the work of subordinates.

Ability to understand and further management goals as they relate to program operations.

Ability to evaluate the effectiveness of education goals to overall treatment plans and objectives.

Ability to select appropriate materials to fit the learning capabilities and needs of the students.

Ability to incorporate innovations in the education field or discoveries about the learning process to teaching methods, techniques, and to curriculum and program content.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Completion of teaching certification requirements established by the Iowa Department of Education including a masters degree in school administration and five years of experience as a professional teacher.

Effective Date: 5/92 GR