



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### EDUCATION ADMINISTRATOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Education Administrators-B	B9039B	65	
Education Administrators-O	B9039O	70	
Education Administrators-A	B9039A	75	80

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Plans, directs, coordinates, and evaluates educational activities of pre-k, elementary, secondary, and post secondary level schools.

### Nature of Work

Education administrators set educational standards and goals and establish the policies and procedures required to achieve them. They also supervise managers, support staff, teachers, counselors, librarians, coaches, and other employees. They develop academic programs, monitor students' educational progress, train and motivate teachers and other staff, manage career counseling and other student services, administer recordkeeping, prepare budgets, and perform many other duties. They also handle relations with parents, prospective and current students, employers, and the community. In a smaller organization such as a small day care center, one administrator may handle all these functions. In universities or large school systems, responsibilities are divided among many administrators, each with a specific function.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Assists in providing technical consultation of educational activities.
- Participates in processes to ensure that established educational standards, goals, and policies and procedures are carried out.
- Provides input in the development and/or usage of planning strategies.
- Assists with evaluation of plans developed by schools.
- Helps to coordinate continuous accreditation process.
- Assists in monitoring educational progress and ensuring compliance with federal, state, and local statutes and regulations.
- Participates in conducting workshops on specific content programs and educational issues.

## EDUCATION ADMINISTRATOR

- Provides support in the planning and development of programs.
- Participates in preparing correspondence and reports.
- Assists with liaison duties between school district and agency.
- Assists in consultation with school districts in implementing accountability systems.
- Provides support functions in consulting with educators, school administration, students, parents, and the general public.
- Assists in conducting research for effective educational programs and practices.
- Participates in preparing and disseminating educational information.

### **Recommended Education and Experience for Full Performance**

Bachelor's degree in Education, Public Administration or Business Administration and three (3) years of experience as a teacher and/or program administrator.

### **Minimum Qualifications**

Bachelor's degree in Education, Public Administration or Business Administration and two (2) years of experience as a teacher and/or program administrator. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### **Operational**

- Provides direction, leadership, and technical consultation in day-to-day management of educational activities.
- Ensures that established educational standards, goals, and policies and procedures are carried out.
- Develops and/or use planning strategies to provide technical consultation.
- Evaluates and approves plans developed by schools.
- Designs, reviews, develops, and/or evaluates educational programs.
- Coordinates continuous accreditation process.
- Monitors educational progress and ensure compliance with federal, state, and local statutes and regulations.
- Conducts workshops on specific content programs and educational issues.
- Provides professional advice and assistance to local and regional agencies for planning and development of programs, facilities, and equipment.
- Prepares correspondence and reports concerning area of responsibility.
- Serves as liaison between school district and agency.
- Consults with school districts in implementing accountability systems.
- Consults with educators, school administration, legislative bodies, industries, students, parents, and the general public in regards to education and/or training issues.
- Facilitates program budget review(s).
- Conducts research for effective educational programs and practices.
- Prepares and disseminates educational information.

### **Recommended Education and Experience for Full Performance\***

Bachelor's degree in Education, Public Administration or Business Administration and six (6) years of experience working as a teacher and/or program administrator.

## EDUCATION ADMINISTRATOR

### Minimum Qualifications

Bachelor's degree in Education, Public Administration or Business Administration and four (4) years of experience as a teacher and/or program administrator. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

### Advanced

- Directs a specialized statewide federal or state funded program.
- Administers complex programs or projects of extensive scope, involving one or more funding sources.
- Prepares and monitors educational contracts and grants.
- Directs and/or monitors one or more budgets.
- Reviews and approves/disapproves applications for programs and/or projects.
- Provides leadership, professional development technical consultation, training, and direction to school districts, community based organizations, and educational entities.
- Monitors school districts to determine accreditation status.
- Develops evaluation instrument(s) for monitoring educational programs.
- Develops policies, applications, request for proposal/application, technical assistance manuals, and related publications.
- Evaluates programs and/or projects in progress and recommend continuation, modification or termination.
- Plans, develops, evaluates and reviews educational standards.
- Plans, develops, and delivers professional development activities covering a broad range of educational content.
- Provides information and staff development in the accreditation process, and provides technical consultation for continuous improvements.
- Interprets federal, state, and local statutes and regulations to ensure compliance.
- Conducts program and budget reviews.
- Provides technical expertise to educational entities and legislative bodies in the development of statutes and regulations.
- Conducts process evaluations to ensure products and services are optimized.
- Ensures accreditation process is completed in a timely manner.
- Conducts, collaborates, and communicates long range planning strategies with other units.

### Recommended Education and Experience for Full Performance

Master's degree in Education, Public Administration or Business Administration and four (4) years of experience as a teacher and/or program administrator.

### Minimum Qualifications

Bachelor's degree in Education, Public Administration or Business Administration and five (5) years of experience as a teacher and/or program administrator. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

## EDUCATION ADMINISTRATOR

### Knowledge

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

**Therapy and Counseling** — Knowledge of principles

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

## EDUCATION ADMINISTRATOR

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Coordination** — Adjusting actions in relation to others' actions.

**Statutory Requirements:** Applicable New Mexico Teaching Certificate may be required. Issued by NMPED or a current teaching license from another State in accordance with 22-10A-3.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 12/05/2014 (APB)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*