

Category 1710
Exc. Qual. Std. 03
Approved 03-18-80
Auth. P.L. 95-561

ASSISTANT SUPERINTENDENT FOR EDUCATION

CATEORGICAL PAY LEVELS:

Minimum Pay Level: 05
Maximum Pay Levels: 07

DESCRIPTION OF WORK:

The Assistant Superintendent for Education, as the full assistant to the Agency Superintendent for Education, works under the direct supervision of the Agency Superintendent for Education. The Assistant Superintendent for Education will be assigned responsibilities for coordination and supervision of complete sections of the Agency organization and will assume all duties and responsibilities of the Agency Superintendent for Education during his/her absence or at other times as instructed.

LEVELS OF RESPONSIBILITIES:

The level of the Assistant Superintendent for Education and the assigned responsibilities of the position will be the determining factors in assigning the pay level for the position of Assistant Superintendent for Education. These positions will be assigned a pay level equivalent to one General Schedule grade below the Agency Superintendent for Education.

BASIC EXPERIENCE AND EDUCATION REQUIREMENTS:

Pay Level:	05	06	07
Education:	Master's Degree or Equivalent and		
Experience (years)	2	3	4

A minimum of a Master's Degree in either education administration or business administration will be required.

Qualifying experience will be in teaching, school administration, counseling or other professional experience related to the position, including at least one year in school administration; one year of successful experience equivalent to the next lower level of difficulty is required for promotion (to each level) above level 05.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.