



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EDUCATION PROGRAM MANAGER

Job Number: 20001096

Job Code: 53160V240401

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 07/01/1991

Job Revised: 04/01/2024

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises professional staff providing consultative services and technical assistance to local school district personnel and other state and private educational agencies in the development, coordination, implementation and monitoring of educational programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in education or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Six years of professional experience in education, career and technical education, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Current Rank II or Rank I certification by the Department of Education or Education Professional Standards Board will substitute for the required educational requirement. Additional professional experience in the field of education will substitute for the educational requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises professional staff. Interprets, applies, and enforces departmental rules, statutes, regulations and policies and participates in the development of policy and procedures for particular program areas. Provides technical assistance reflecting the goals of K.E.R.A. to local school districts, vocational regional coordinators and other administrators in implementing or maintaining various educational programs. These programs include: primary, middle school and secondary curricula and instructional programs, foundation programs, pupil transportation, in service, pupil attendance, facilities management, recognition, insurance, school based decision making, mandated testing, mandated achievement assessment, safety, compensatory education, migrant education and/or secondary vocational education programs. Analyzes proposed legislation relative to cost changes in the programs. Reviews the expenditures of federal funds and provides management staff with information regarding budget status changes. Gathers information from public and private institutions of higher education and state and federal agencies. Collects and analyzes data for the purpose of providing in service training programs. Makes presentations and conducts workshops at the local and state level. Writes administrative reports. Revises and updates policy manuals and training materials. Annually reviews and, when necessary, revises all forms used in monitoring compliance with statutes, regulations, and policies. Responds to surveys. Serves on task forces and committees. Review applications for program eligibility. Manages the development and preparation of educational reports and publications. Creates technical resources for assigned programs.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.