

MnSCU ACADEMIC SUPERVISOR 1

KIND OF WORK

Professional education work as a member of the community college administration staff in the areas of administration, consultation, special services, supervision, program development, or other similar assignments.

NATURE AND PURPOSE

The person in this classification is responsible for the development and implementation of programs appropriate to his/her area of expertise and shall supervise the program's operation and the personnel who conduct the operations. This person shall serve as a consultant to the college in the area of his/her expertise. The Community College Program Supervisor will report to another administrator of a higher classification as designated by the chief administrator.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, carries out, and analyzes research to determine needs at the college or in the community.

Work with college personnel in the planning of programs to meet those needs.

Administers and carries out the program operation.

Supervises professional and support personnel.

Serves as consultant to college and community in the area of expertise.

Organizes and conducts meetings of committees and other groups at the college and in the community.

Evaluates outcomes of projects in operation.

Prepares accurate and informative reports for committees, boards, and superiors when appropriate.

Plans and conducts in-service training for personnel working in the area of assignment.

Prepares or assists in the preparation of curricula and materials in area of assignment.

Prepares or assists in preparation and administration of state, federal, and special grants in area of assignment.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the subject matter in the area of specialization.

Considerable knowledge of the principles and processes of educational administration.

Considerable knowledge of educational problems and processes especially as they relate to the area of assignment.

Considerable knowledge of laws, rules, regulations, and agreements which relate to the field of assignment.

Knowledge of supervision and ability to supervise professional and support personnel.

Ability to:

Organize, conduct, and participate in meetings with other administrators, faculty, students, and community groups or individuals.

Carry on effective written and oral communications.

Evaluate programs in the assigned field and make recommendations in terms of acceptable standards and policies.

Work with other administrators, faculty, and community individuals and groups in program development and implementation.

Conduct research in area of specialization.

DESIRABLE PREPARATION FOR WORK

Masters degree or beyond with an emphasis related to education, administration, and the specialty of the assignment.

Experience in administration, and/or supervision as is appropriate to the area of assignment.

COMPENSATION LEVEL

Compensation Level: 15K (MMA)
EI3 200 D3(33) 66 D1P 87 = 353

Est.: 9/76
Rev.: 6/82

T.C.: 7/95; 2/07
Former Title(s): Community College Program Supervisor;
MnSCU Program Supervisor 1