

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**EDUCATIONAL DIRECTOR, EO-10**

**DUTIES SUMMARY:**

Directs the activities of a major organizational unit responsible for providing statewide services in a broad functional area encompassing several related specialized educational program areas; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Educational Specialist III in that the Educational Director directs, through intermediate supervisors, the activities of a major organizational unit of the office responsible for providing statewide services in a broad functional area encompassing several related specialized educational program areas under the general administrative and technical direction of the Assistant Superintendent, Office of Curriculum, Instruction and Student Support; whereas the Educational Specialist III has program responsibility in planning, developing, implementing, and evaluating the curricula and pedagogy of several related subject matter areas or specialized activities including supervision of a staff of professional and clerical personnel under the general administrative/technical direction of an Educational Director.

Positions in this class are given wide latitude in planning, scheduling, and coordinating the day-to-day activities of the unit. They carry out ongoing programs through intermediate supervisory personnel with delegated responsibility for specialized educational program areas. Controls imposed are generally in the form of prescribed program objectives with time limitations on special project assignments.

**EXAMPLES OF DUTIES:**

1. Provides general administrative and technical direction over the branch.
2. Confers with high level administrative and technical personnel in the Department and in county, state, and federal agencies to facilitate the accomplishment of program requirements.
3. Reviews and approves the operating budget and expenditure plan for the branch and monitors the expenditure plan.
4. Advises school, district, and state personnel on problems relating to the broad functional area.
5. Assists or represents the Assistant Superintendent in presenting information to the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
6. Serves on special task forces or other committees as requested by the Assistant Superintendent.

7. Conducts special studies, makes recommendations, and prepares and submits reports to the Assistant Superintendent as required.
8. Participates in the collective bargaining process by reviewing and approving prepared data and reports and acting as the consultant in the broad functional area.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Training and Experience:** Graduation from an accredited college or university with a master's degree in education or related fields or a bachelor's degree plus 30 semester credits in education or related fields and 9 (nine) years of progressively responsible job-related professional experience in the specialized area of responsibility or closely-related fields including 5 (five) years of teaching and 2 (two) years in the administration of curriculum or program development.

**Knowledge of:** Principles and practices of supervision; educational program goals and objectives; curriculum and instructional program development methods and techniques; principles and practices of public relations and budget preparation.

**Ability to:** Plan, direct, coordinate, and evaluate the work of a professional staff through subordinate supervisory personnel; provide technical direction and guidance in curriculum and instructional program development; prepare comprehensive reports and make recommendations on the overall instructional services program planning and administration; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.