

# EDUCATION ADMINISTRATOR I

**Exam Code:** 9ED1A

**Department:** Department of Education

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

**Bulletin Date**: 12/14/2023

## CLASSIFICATION DETAILS

**EDUCATION ADMINISTRATOR I -** $8,886.00 - $11,130.00

View the **Education Administrator I** **classification specification** at <https://www.calhr.ca.gov/state-hr-professionals/Pages/2655.aspx>.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Examination Cut-off Dates: Monthly

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (15th day of the month). Applications received after the cut-off date will be placed in the next examination administration.

### Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How To Apply

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete examination package:

* Examination/Employment Application (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
* Qualifications Assessment Questionnaire (<https://www.cde.ca.gov/re/di/jb/documents/edadminiqaq.pdf>)
* Evidence of Valid California Administration Credential or required education (copy is acceptable)

All State Application must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination application package must be received by the cut-off date. Examination application packages received after the cut-off date will be held for the next examination administration. Examination application package must have original signatures. Indicate the Examination Title on Examination/Employment Application form (STD 678).

**You may submit by mail to:**

California Department of Education

Human Resources Division

1430 N Street, Suite 1802

Sacramento, CA 95814

Attn: Examination & Recruitment Office

**In Person:**

California Department of Education

1430 N Street, Main lobby (drop box)

Sacramento, CA 95814

Attn: Examination & Recruitment Office

***DO NOT FORGET TO DATE STAMP*** prior to placing it in the drop box.

**Or by email to:**

[CDEEXAMS@cde.ca.gov](mailto:CDEEXAMS@cde.ca.gov) - Some confidential information may be blocked by our information security office; therefore, it is the applicant’s responsibility to ensure that each document complies with email restrictions.

### Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**EDUCATION ADMINISTRATOR I**

### Credential Requirements

Credential Requirements: Possession of a valid California administration credential or credential or life diploma of equivalent authorization. (Applicants who do not meet the credential requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment.)

(Possession of an earned master's or doctorate degree may be substituted for the required credential.)

(One year of experience in the Department of Education performing the duties of a professional education class at a level equivalent to the class of Education Programs Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.)

**AND**

### Experience Requirements

**Either I**

One year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Consultant; or two years of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Assistant, Range B.

**Or II**

Three years of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

## ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising experience, preference will be given to demonstrated program leadership in the field of education, particularly in programs designed toward improving academic achievement.

## SPECIAL PERSONAL REQUIREMENTS

The following special personal characteristics are required: tact, resourcefulness, and willingness to travel throughout the State.

## POSITION DESCRIPTION

**EDUCATION ADMINISTRATOR I**

This class is the first supervisory level over professionals at the Consultant and Assistant levels, as well as support and technical staff. Incumbents either assist an Education Administrator II or higher-level manager in directing the planning, development, administration, and evaluation of educational programs of a major unit or directly supervise a smaller unit. Nonsupervisory positions may be allocated to this class performing high level administrative, coordinative, and consultative responsibilities for programs that are multiunit or multidivision in scope. Incumbents functioning at this level in nonsupervisory positions typically report to an Assistant Superintendent or higher-level position.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation –** Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation.** To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

### Knowledge Of

1. Principles, practices, and trends in public and private elementary, secondary, and postsecondary education.
2. Academic subject-matter curriculum development and instructional methods.
3. Research and statistical methods.
4. Program planning techniques.
5. California public and private school system, school administrative practices.
6. Functions of the Department of Education.
7. Federal and State education laws and Department of Education rules and regulations.
8. The organization of the State Department of Education.
9. Principles of employee development, training, and supervision
10. The Department of Education's mission, goals, programs, and policies
11. The Department's Affirmative Action Program objectives.
12. A manager's role in affirmative action and labor relations and the processes available to meet these program objectives.

### Ability To

1. Assume leadership and exercise creativity in the formulation and development of education programs.
2. Do complex research and analytical studies.
3. Apply educational policy.
4. Present ideas clearly and concisely in oral and written form.
5. Establish effective working relations.
6. Exercise tact, resourcefulness, and judgment with all groups contacted in the work.
7. Assume leadership and exercise creativity in the administration and evaluation of education programs.
8. Interpret educational policy.
9. Analyze situations accurately and take effective action.
10. Effectively and efficiently manage a staff and program within the resources provided.
11. Review and edit written documents.
12. Establish and maintain project and departmental priorities.
13. Work effectively with administrative personnel in the Department and in other governmental agencies.
14. Supervise subordinate staff.
15. Effectively contribute to the Department's affirmative action objectives.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Education Programs Administrator I classification will be established for: **California Department of Education**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and Veterans’ Preference Application (Std. form 1093) is available online at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## TESTING DEPARTMENTS

California Department of Education

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Education

Examination and Recruitment Office

1430 N Street, Suite 1802

Sacramento, CA 95814

Phone: 916-319-0857

Email: [cdeexams@cde.ca.gov](mailto:cdeexams@cde.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination/Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer** account at <http://www.jobs.ca.gov/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

It is the applicant’s responsibility to contact the California Department of Education’s Examination and Recruitment Office at 916-319-0857 after submission of application if a notice has not been received.

The California Department of Education reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.