



Education Specialist I

Salary Group: B17
Class Code: 0820

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
EDUCATION SPECIALIST I	0820	B17	\$36,976 - \$58,399
EDUCATION SPECIALIST II	0821	B19	\$42,244 - \$68,960
EDUCATION SPECIALIST III	0822	B21	\$48,278 - \$78,953
EDUCATION SPECIALIST IV	0823	B23	\$55,184 - \$90,393
EDUCATION SPECIALIST V	0824	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs routine (journey-level) consultative and technical assistance work related to an agency educational program. Work involves planning, developing, and monitoring educational programs; and providing consultative and technical assistance to agency staff, local education agencies, communities, and/or governmental agencies. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, and monitors educational programs.

Acts as liaison with agencies and internal program staff to explain and provide technical assistance or training on statutory agency and program educational requirements.

Disseminates information regarding program services to various groups through correspondence and presentations.

Conducts surveys, reviews, and monitoring activities to determine compliance with program requirements, laws, regulations, policies, and procedures.

Collaborates with program staff to determine program trends and resolve technical problems.

Reviews and analyzes educational program functions and operations; prepares reports of findings and recommendations to produce a more effective program.

Performs comprehensive reviews of literature, statutes, rules, and/or policies.

Assists in preparing administrative reports and performs work on studies and specialized projects.

Assists in developing course curriculum, including instructional methods and other educational materials related to the educational program; may conduct training.

Assists in the collection, organization, analysis, and preparation of materials in response to requests for program information and reports.

Assists in analyzing legislation to develop recommendations for policy and program issues related to the implementation of, improvement in, and changes in program funding.

May monitor the achievement of program goals and recommend action(s) to improve effectiveness.

May assist in preparing justifications for implementing procedural or policy changes.

May assist in developing policy and procedure manuals.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in a field related to the agency education program. Graduation from an accredited four-year college or university with major coursework in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation.

Skill in the use of a computer and in using applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; and to communicate effectively.