



Education Specialist II

Salary Group: B19

Class Code: 0821

<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 moderately complex (journey-level) consultative and technical assistance work related to an agency educational program. Work involves coordinating and implementing educational programs; and providing consultative and technical assistance to agency staff, local education agencies, communities, and/or governmental agencies. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, and monitors educational programs.

Coordinates and implements activities in support of an educational program.

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 trends and resolve technical problems.

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

Reviews and analyzes educational program functions and operations; prepares reports of findings and recommendations to produce a more effective program and/or address areas of concern.

Prepares administrative reports and performs work on studies and specialized projects.

Develops course curriculum and other educational materials; participates in exam development and exam performance analysis.

Assists in the collection, organization, analysis, and/or 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.

Assists in preparing justifications for implementing procedural or policy changes.

Assists in developing policy and procedure manuals.

Assists in monitoring the achievement of program goals and recommending action(s) to improve effectiveness.

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.