



# Education Specialist IV

Salary Group: B23

Class Code: 0823

<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
<b>EDUCATION SPECIALIST IV</b>	<b>0823</b>	<b>B23</b>	<b>\$55,184 - \$90,393</b>
EDUCATION SPECIALIST V	0824	B25	\$63,104 - \$103,491

## GENERAL DESCRIPTION

Performs advanced (senior-level) consultative and technical assistance work related to an agency education program. Work involves coordinating, administering, monitoring, and evaluating educational programs; and providing consultative and technical assistance to agency staff, local educational agencies, communities, and/or governmental agencies. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates, administers, monitors, and evaluates educational program(s), works with program staff to determine trends, and resolves operational and technical problems.

Acts as or oversees staff who act as a liaison with agencies, internal program staff, teachers, parents, and/or the public to explain and provide technical assistance on statutory agency and program educational requirements.

Develops and implements effective techniques for evaluating programs; provides guidance to staff in the development and integration of new methods and procedures.

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

Determines the methodology and delivery of educational courses; and may deliver training.

Prepares or oversees the preparation of administrative reports and studies; performs research and completes specialized projects.

Provides input into the development of program policies, procedures, and manuals.

Coordinates surveys, reviews, and monitoring activities to determine compliance with program requirements, laws, regulations, policies, and procedures; recommends corrective action as needed.

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

Coordinates with and speaks to professional groups to coordinate, improve, and stimulate interest in the program and to secure support for programs.

Consults with public and private agencies involved in the program to resolve problems, identify training needs, and discuss program effectiveness.

Documents policies, procedures, manuals, standards, and plans in accordance with program objectives and goals.

Conducts quality assurance reviews and evaluations of program and department goals.

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

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

May develop and track contract and grant deliverables and budgets related to the education program and evaluates the quality of the services and deliverables provided.

May work with and speak to professional groups to coordinate, improve, and stimulate interest in the program and to secure support for programs.

May identify the need for and implement new programs.

May prepare program budget.

May supervise the work of others.

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 develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.