



# Education Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
EDUCATION SPECIALIST I	0820	B17	\$42,976 - \$64,469
EDUCATION SPECIALIST II	0821	B19	\$48,244 - \$76,028
EDUCATION SPECIALIST III	0822	B21	\$54,278 - \$87,046
EDUCATION SPECIALIST IV	0823	B23	\$61,184 - \$99,658
EDUCATION SPECIALIST V	0824	B25	\$69,572 - \$114,099

## GENERAL DESCRIPTION

Performs consultative and technical assistance work related to an agency educational program involving planning, developing, and monitoring educational programs; and providing consultative and technical assistance to agency staff, local education agencies, communities, and/or governmental agencies.

## DISTINGUISHING CHARACTERISTICS

The Education Specialist job classification series is intended for positions that involve creating educational material relating to educational programs. This series is not intended for positions that involve communications, media, public relations, and/or creation of social media content, for which Information Specialist may be a more appropriate job classification.

## 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.

Helps develop course curriculum, including instructional methods and other materials related to the educational program.

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

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include the scope and nature of the education program. Employees at the journey levels may independently perform the full range of work identified within current or previous levels, or may assist others in that work.*

**EDUCATION SPECIALIST I:** Performs routine (journey-level) consultative and technical assistance work related to an agency educational program. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist others in performing job duties of greater complexity.

**EDUCATION SPECIALIST II:** Performs moderately complex (journey-level) consultative and technical assistance work related to an agency educational program. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level, routinely assist others in performing job duties of greater complexity, and may:

- Develop course curriculum and other educational materials; participate in exam development and exam performance analysis.
- Prepare administrative reports and perform work on studies and specialized projects.
- Conduct training related to the education program.

**EDUCATION SPECIALIST III:** Performs complex (journey-level) consultative and technical assistance work related to an agency educational program. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may:

- Collect, organize, analyze, and prepare materials in response to requests for program information and reports.
- Recommend corrective actions to ensure or restore compliance with program requirements, laws, regulations, policies, and procedures.
- Prepare justifications for implementing procedural or policy changes.
- Analyze legislation to develop recommendations for policy and program issues related to the implementation of, improvement in, and changes in program funding.
- Monitor the achievement of program goals and recommend action(s) to improve effectiveness.

**Note:** A senior-level employee (levels IV-V) may serve in a lead or supervisory role. Senior-level employees may perform the full range of work identified within levels preceding their own and/or may coordinate, evaluate, or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, scope and complexity of the work performed; and the employee's related experience, education, and certification. Senior-level employees may work with the largest and/or most complex education programs and/or multiple programs.

**EDUCATION SPECIALIST IV:** Performs advanced (senior-level) consultative and technical assistance work related to an agency education program. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop and implement effective techniques for evaluating programs and guide staff in the development and integration of new methods and procedures.
- Conduct quality assurance reviews and evaluations of program and department goals.
- Consult with public and private agencies involved in the program to resolve problems, identify training needs, and discuss program effectiveness.
- Determine the methodology and delivery of educational courses; may deliver training.
- Speak to professional groups to coordinate, improve, and stimulate interest in the program and to secure support for programs.

**EDUCATION SPECIALIST V:** Performs highly advanced (senior-level) consultative and technical assistance work related to an agency educational program. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop program policies, procedures, and manuals.
- Develop and track contract and grant deliverables and budgets related to the educational program and evaluate the quality of the services and deliverables provided.
- Identify the need for and implement new programs.
- Prepare program budget.

## 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**

### **For all levels**

- Knowledge of local, state, and federal laws related to the program area; public administration and management techniques; 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.

### **Additional for Education Specialist IV - V levels:**

- Ability to oversee and/or supervise the work of others.

### **Additional for Education Specialist V level:**

- Ability to coordinate and market agency programs.