



# Education Specialist V

Salary Group: B25

Class Code: 0824

<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
<b>EDUCATION SPECIALIST V</b>	<b>0824</b>	<b>B25</b>	<b>\$63,104 - \$103,491</b>

## GENERAL DESCRIPTION

Performs highly advanced (senior-level) consultative and technical assistance work related to an agency educational program. Work involves overseeing an educational program(s), and providing consultative and technical assistance to agency staff, local education agencies, communities, and/or governmental agencies. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees, plans, develops, implements, and monitors standards and progress within an educational program(s); works with program staff to determine trends and resolve operational and technical problems.

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

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

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

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 requirements; resolves problems, identifies training needs, and discusses program effectiveness.

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

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

Develops program policies, procedures, and manuals.

Develops and tracks contract and grant deliverables and budgets related to the educational program and evaluates the quality of the services and deliverables provided.

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.

Reviews and analyzes educational program functions and operations, identifies the need for and implements new programs, and prepares reports of findings and recommendations to produce a more effective program and/or address areas of concern.

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

Coordinates with and speaks to professional groups to coordinate, improve, and stimulate interest in the program and to secure support for 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 plan, implement, and coordinate agency programs; to prepare reports; to market programs; to communicate effectively; and to supervise the work of others.