

## EDUCATION PROGRAM SPECIALIST

### DESCRIPTION OF WORK

This is professional work of a specialized nature in the state's education system. Work in this class includes administrative and coordinative functions in broad academic and/or supportive service areas. Employees in this class may be assigned short-term special emphasis projects or programs or the work may be related to an instructional area. Considerable latitude for creativity and program development is given. Work assignments originate as a consequence of needs for developing programs in the state education agency or other agencies involved in educational programs. Employees receive guidance from higher-level education consultants or other administrative personnel. Work is reviewed through periodic reports and conferences and assessment of overall progress in the assigned program or service area.

### EXAMPLES OF DUTIES PERFORMED

Assists in planning, developing, and coordinating a statewide education specialty area or major component thereof.

Assists administrative units or institutions in the development of curricula, the development of competency instructional standards, and the development of evaluative criterion used in program assessment.

Presents information on programs/services to groups of administrators, instructional and support personnel, and general public.

Develops budgets and assists in determining program budget allocation to administrative units and institutions.

Arranges for media presentations to boards, commissions, and legislative and lay groups.

Develops systems for the collection and analysis of data on educational and/or service components; analyzes data and disseminates findings to concerned consumers.

Plans and coordinates, or assists other consultants in conducting teacher training groups; disseminates current information and training materials to instructors.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

General knowledge of public education, programs, rules, and regulations.

General knowledge of instructional methods and techniques.

Considerable knowledge of basic principles and theories of education.

Ability to establish and maintain effective working relationships with school administrators and the general public.

Ability to effectively convey ideas, in oral or written form, on educational programs and policies to State and local education agency personnel.

#### Minimum Education and Experience

Graduation from a four-year college or university with coursework emphasis from the area assigned and three years' progressively responsible work experience in a related field; or an equivalent combination of education and experience.