

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78340
Job Class Code:	250	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	8810		

Job Code Established:	09/29/69	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: Education Series

JOB CODE TITLE: EDUCATION PROGRAM SPECIALIST

HRIS TITLE: EDUC PRG SPCT

CHARACTERISTICS OF THE CLASS: Works under the general direction of an Assistant Superintendent, Superintendent, Director or administrative superior. Has the authority to independently act, determine and recommend in all aspects of duties and responsibilities within scope of authority. Provides consultative services in the planning, development, organization, implementation and evaluation of educational programs of professional development, curricula, special, compensatory or teacher certification. Assists local educational officials in assessing the educational needs of their pupils. Performs other related work as assigned. Responsible for serving as a consultant to local educational agencies, staff, and community in the planning, development, initiation, implementation and evaluation of education programs. Work product consists of improving of existing educational programs and the establishing of new or innovative programs, and assisting local educational officials in assessing and meeting the educational needs of their pupils.

EXAMPLES OF DUTIES: Consults with, and advises, local educational officials regarding the planning, development, organization, implementation and evaluation of educational programs. Visits local school agencies and facilities to evaluate, assess, consult and advise on program matters and the educational needs of their pupils. Works with departments within own agency by serving on committees, attending staff meetings, coordinating programs, and promoting professional services. Provides staff development to school districts for administrators, teachers, through individual consultations, meetings, and workshops. Provides technical assistance to school districts in specialized areas such as substance abuse prevention, Acquired Immune Deficiency Syndrome education, child abuse and sexual abuse education, etc. Conducts and participates in conferences and workshops, committees and study groups for in-service education and improving programs in local educational agencies. Participates in the development of instructional materials to improve education programs and methods. Writes policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by superior, and bylaws and regulations. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information. Writes detailed reports based on research, analysis, and evaluation of data pertaining to specific projects, conditions, or proposals under study involving application of expert or highly specialized knowledge, and recommendations for action to be taken or resolution of problems. Assists in the development of innovative pilot programs. Develops and recommends guidelines pertaining to submission of project proposals, curricula, and instructional programs. Prepares and makes presentations to local school districts, boards, and community groups in area of assignment. Performs related work as required.

WORK CONDITIONS: Works in an office setting. Frequent overnight travel within the State of Arizona.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the methods and procedures in the area of specialization in which consultative services are to be provided; the regulatory and statutory provisions of pertinent laws, grants, etc., covering education programs; instructional materials and their availability and applicability to curriculum as appropriate to area of assignment; principles and practices of public school organization and administration; such specialized areas of: reading and educational administration, testing and statistics, counseling, supervision, group dynamics, curriculum development, human relations, etc.

Skill in: interpreting and applying Federal, State, grants, and other laws, rules and regulations pertinent to area of assignment; determining if education programs are effective and in keeping with applicable guidelines; recognizing if education programs, methods, curricula, etc., are being properly carried out and initiating effective remedial action when needed; interpersonal relationships; oral and written communication techniques; use of audiovisual and video equipment; using various research techniques.

Ability to: establish and maintain effective working relationships.

Experience and Education: Typical ways to obtain the KSAs would be:

- One year of experience appropriate to the assignment.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.