

EDUCATION PROGRAM SPECIALIST

KIND OF WORK:

Advanced professional education program administration.

NATURE AND PURPOSE:

Under limited supervision, lead the administration of a supportive or moderate-sized educational program, coordinate delivery of services and provide guidance and technical expertise to school districts.

The distinction between the classes in the series is as follows. Positions in the **Education Specialist 1** class provide research and technical support to a major program or administer a small education program. Positions in the **Education Program Specialist** class lead and direct the delivery of services for a supportive or moderate-sized education program or a component of a large program with statewide impact on schools, parents and community groups and provide guidance and technical expertise in administration, implementation and compliance. Positions in the **Education Specialist 2** class require deep technical education program knowledge. They act as statewide consultants on the development of new initiatives or in broad educational areas such as instructional content, comprehensive curricula and evaluating teaching and learning methods.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned).

Consults with local school administrators, instructional and support staff at the pre-school, K-12, post-secondary and adult levels to plan for future administrative needs, identify and analyze trends and determine the need for operational changes in services to meet program objectives.

Develop administrative guidelines and procedures to meet intent of legislation or agency goals.

Develop business rules, reporting structures and guidelines for school districts to evaluate program effectiveness and monitor program compliance.

Provide management with comprehensive reports of problems and operational issues, and impact of policy on operations.

Develop and negotiate solutions to unusual problems within established program guidelines.

Develop, evaluate and monitor competitive application processes.

Develop administrative efficiencies in delivery of services to school districts and coordinate reporting needs with other state programs.

Lead the planning and development of supplemental/supportive educational services or programs and coordinate implementation.

Develop annual work plans to coordinate effective use of state and federal program resources.

Develop and present in-service training to improve program operations and resolve common problems found through evaluation.

Disseminate best practice strategies and provide technical assistance to local program development initiatives.

Draft legislation, special reports and incorporate input from local education staff.

Represent the agency on inter-agency, other program related groups and organization to coordinate program activities.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Theory and practice of educational program administration and development sufficient to evaluate program initiatives, make recommendations to meet future administrative and operational needs and critique local education staff.

Principles and practices of educational administration sufficient to design and implement reporting systems and evaluate results.

Educational theory, administrative fundamentals, Minnesota's educational structure, and state and federal legislation governing specific programs sufficient to resolve issues that require constructive thinking and to identify and recommend alternatives that meet program and legislative intent.

Skill in:

Human relations sufficient to lead, motivate and persuade agency and local education staff and administrators in resolving problems while understanding opposing views, competing relationships, and local vs. state control issues.

Planning sufficient to develop systematic approaches to program activities and coordinate activities with department-wide groups that may be affected.

Budgeting sufficient to allocate and monitor use of funds.

Ability to:

Write convincing and well documented reports to communicate program initiatives and changes.

Communicate (Deal) effectively with others including those who may not be supportive using the appropriate style to further departmental initiatives.

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Speak in public sufficient to conduct workshops and make effective presentations to explain and promote educational programs.

Salary Plan: <http://www.doer.state.mn.us/lr-salry/lr-salry.htm>

Career Family 0009: Education and Teaching Careers

Est.: Sept 2006

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T.C.:

Former Title(s):