



EDUCATION PROGRAM SPECIALIST 1

2300

GENERAL DESCRIPTION OF CLASS

The EDUCATION PROGRAM SPECIALIST 1 gives technical assistance to education program staff, local education agencies, community colleges, professional organizations, private enterprise, special interest groups, and parents. Employees work under guidance and participate as members of a team to develop curriculum standards, develop statewide assessment methods, design programs that improve instruction, research and gather information, and monitor State and Federal education programs for compliance with regulations and policies.

DISTINGUISHING FEATURES

The Education Program Specialist 1 is the first of a two-level classification series. The class is the development level of the series. Employees work within general rules, regulations, and guidelines. Solutions to work problems are more defined and specific than the higher level of Education Program Specialist 2. The Education Program Specialist 1 contributes as a member of work groups rather than leading work groups to develop and implement statewide strategies across educational disciplines.

DUTIES AND RESPONSIBILITIES

The duties listed are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed, as well as other related duties.

1. Program Coordination

Provide technical assistance for planning, grants applications, federal regulations, compliance waivers, pilot projects or other mandated and elective programs in assigned discipline. Review and recommend revision of Oregon Administrative Rules, agency policies and procedures. Analyze and evaluate data, policies and procedures, and proposed legislation in content area assigned. Participate on work groups and teams to improve education programs and services in content area.

Develop grant proposals. Administer Federal grants and funding to schools. Provide training in grant application processes and procedures. Collect and report data. Monitor or audit programs by making on-site visits to evaluate and review for compliance with regulations, policies and statutes. Advise schools on methods to gain compliance. Write contracts and monitor contracted services for compliance with State and Federal policies and procedures.

2. Curriculum Standards and Assessment

Give technical advice on compliance with curriculum-learning standards for an education content area. Collaborate with educators to design and implement strategies to improve curriculum and instruction in a discipline. Contribute to ideas and access resources for school districts. Identify best-practice instructional options and models. Recommend strategies for instructional delivery in an education content area. Work with educators to pilot, revise and gather written comments on standards. Participate on work groups or task forces to modify curriculum. Assist educators in selecting instructional materials. Recommend strategies to integrate content standards with educational programs.

Assist in the development, field-testing and evaluation of education assessments that measure student progress. Participate in work groups or meetings to design assessments. Assist in the administration of state-developed student assessments by scheduling test sites and training teachers in the methods of testing oversight and rating. Create and maintain databases of test results and items. Prepare materials that guide educators in understanding the measurement of student achievement and evaluation of educational programs. Assist teachers and parents in interpreting the results of, and using assessment instruments.

3. Building the Capacity of Programs and Schools to Improve Instruction

Partner with educators, business and industry, and professional organizations to develop programs that increase the capacity to improve instruction. Design and present training and staff development models to increase teacher effectiveness. Identify and disseminate resources of best educational practices. Coordinate or collaborate with others on conferences, workshops and seminars in an educational area. Work with educators to connect them with available resources. Suggest activities and methods to extend the geographical reach and control costs of education programs.

4. Miscellaneous

Collect and analyze information by reviewing educational journals and publications and conferring with other educational professionals. Speak in public to groups of teachers, administrators, professional organizations, and parents to communicate education strategies. Participate on agency work groups to integrate and plan projects. Organize and develop electronic based education resources.

RELATIONSHIPS WITH OTHERS

Employees in this class regularly contact educational program personnel, such as teachers, local program coordinators and directors, principals, deans and public agency staff to obtain information, respond to requests and explain agency initiatives and programs. They have periodic contact, in person, by phone, and in writing with Federal agencies to request interpretation of Federal regulations. Employees occasionally contact students and parents to explain policies or respond to requests for information.

SUPERVISION RECEIVED

Employees' work receives frequent review from a higher level Education Specialist, program or unit manager. Work is reviewed through regular conferences to assess work in progress and to discuss issues or resolve problems. Employees in this class receive on-going coaching from an Education Program Specialist 2. Work is done within the parameters of defined policies, guidelines and statutes. Planned programs and requests for support and assistance generate assignments.

GENERAL INFORMATION

Some positions may require the willingness to travel, and to be available for work sessions or meetings on weekends or evenings.

KNOWLEDGE AND SKILLS (KS)**Basic knowledge of:**

Schools of philosophy, developments, practices, principles, methods and technical aspects in a field of educational specialty.
Educational organizations, business and other organizations affecting education.
Curriculum materials, standards and frameworks for a specific academic area of study.
Report writing techniques and practices.
Current research methods in educational topics.
Emerging issues and trends in assigned subject area.
Group dynamics and group problem-solving techniques, such as facilitating and participating in meetings, resolving conflicts and reaching consensus.
Project management principles and techniques.
Adult training methods and principles of effective adult learning to train teachers.
Administration and accountability of public funds.
Statistical data analysis.

Skill to:

Analyze information and draw conclusions.
Communicate clearly and effectively verbally and in writing.
Communicate before large and diverse groups.
Plan and lead workshops, seminars and other professional-level training sessions.
Develop guidelines for an assigned program area.
Work effectively in a team environment and collaborate with others to achieve goals.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/00

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division