

SENIOR EDUCATION SPECIALIST

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized work with large-scale judicial and court management education projects and programs; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Education Specialist series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with and/or sensitive projects. This class is distinguished from Supervising Education Specialist in that the latter is responsible for supervising education staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Compiles and calculates costs of projects and programs.
- Drafts memoranda, correspondence, reports, and other documents.
- Responds to inquires related to an assigned area and resolves minor problems that may arise.
- Develops multiple education programs and projects for trial and appellate courts.
- Develops internal staff training programs.
- Acts as consultant for other Judicial Council divisions and the Director's Office.
- Designs and develops curriculum/course materials for programs and projects.
- Performs analysis of education goals and objectives.
- Coordinates education program design efforts among multiple agencies.
- Create networks among education professionals in trial courts and multiple state and county agencies.
- Staffs planning and advisory committees.
- Identifies, selects, and oversees consultants.
- May direct the work of a small staff.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Curriculum development methods.
- Principles of adult education and organizational development.
- Project management techniques.
- Budget management and resource allocation.
- California judicial branch functions and structure.
- Principles of organizing and summarizing data and information.
- Techniques for dealing with the public, in person and over the telephone.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Interpret, explain, and apply requirements, rules, and regulations related to issues in the assigned program area.
- Compile and summarize information and data.
- Analyze and solve problems.
- Operate personal computers and specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in education, or public, business, or court administration, and three years of experience developing

professional training programs for adults, including one year of lead experience for those positions identified as lead.

Additional directly related experience may be substituted for the required education on a year-for-year basis. Possession of a directly related postgraduate degree or a teaching credential may be substituted for one of the three years of required experience.

OR

One year as an Education Specialist II with the judicial branch.