

SUPERVISING EDUCATION SPECIALIST

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in judicial education; manages judicial and court management education programs; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the Education Specialist series. Incumbents are 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. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Identifies and proposes training and development workshops for staff.
- Supervises the planning and execution of complex educational programs.
- Makes policy recommendations.
- 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.
- Assists in developing 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.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- General personnel and employment policies 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, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Interpret, explain, and apply requirements, rules, and regulations related to issues in the assigned program areas.
- Compile and summarize information and data.
- Analyze and solve problems.
- Operate personal computers and use 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, public administration, or business administration, and three years of experience developing training programs for professionals, including one year of supervisory experience.

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 year of the nonsupervisory experience.

OR

One year as a Senior Education Specialist or two years as an Education Specialist II with the judicial branch.