

Senior Education Developer

JOB FAMILY DEFINITION

This classification falls within the Education Job Family encompassing a range of work in which incumbents are responsible for developing and providing judicial branch education, conference and event program content, and course facilitation using best practices in adult education, learning theory, delivery modalities, and curriculum design. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing advanced journey-level education curriculum design and consultation as a designated subject matter expert with the highest-level of knowledge in adult learning, education planning and delivery, and curriculum design. The Senior Education Developer is designated by the organization as a consultant providing in-depth, expert knowledge to the courts, faculty, Judicial Council advisory bodies and Judicial Council leadership, and who serves as faculty within the judicial branch.

DISTINGUISHING CHARACTERISTICS

The Senior Education Developer is distinguished from the Education Developer in that the Senior Education Developer is viewed as a subject matter expert and statewide resource with unique and specialized knowledge in multiple areas of education development including, but not limited to, adult learning modalities, adult learning theory, education planning and delivery methods, and curriculum design. The Senior Education Developer may serve as staff to Judicial Council advisory bodies involved in education planning and/or performs needs assessments, develops and directs faculty, provides expert consulting and training, and coordinates large-scale statewide programs and educational partnerships with other judicial branch entities.

The Education Developer is focused on the technical and coordination aspects of curriculum design, program production, and content delivery in a collaborative role with subject matter experts and/or Senior Education Developers. The Education Developer handles less complex projects and general technical and/or business training.

The Senior Education Developer is distinguished from the Education Supervisor in that the latter supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned.

The Senior Education Developer classification requires the consistent exercise of discretion and judgment, using advanced knowledge, to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Serves as professional staff for Judicial Council advisory bodies involved in education, training, and planning activities; serves as consultant to advisory bodies; and prepares staff reports, plans, and recommendations, as assigned.

- Coordinates training programs and educational institutes; participates in multi-jurisdictional collaborative education programs and projects.
- Develops and delivers trainings within the judicial branch.
- Conducts needs assessments; facilitates the work of content experts to identify learning objectives based on needs (including legislative mandates) and target audiences; develops or coordinates the development of content; and ensures content meets learning objectives.
- Directs and facilitates faculty development.
- Consults and coordinates large-scale training, education, and award/recognition programs with statewide distribution, participation, and impact.
- Consults with judicial branches in other states about educational topics; represents and shares information with other states about statewide judicial education programs, curriculum, projects, speakers, processes, and procedures.
- Consults with court or Judicial Council staff and management on specific educational needs; assesses issues; identifies courses of action; and makes recommendations.
- Designs, plans, develops, and/or delivers training and education products both live and on-line; collaborates with content experts, web designers, and others, as assigned.
- Develops, writes, and maintains training curricula and training plans, as assigned.
- Develops content for distance-learning broadcasts; produces and/or presents broadcasts; monitors distance-learning educational broadcasts, as assigned.
- Facilitates meetings and conference calls.
- Disseminates training materials.
- Reviews and evaluates effectiveness of trainings.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific education development tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, and four (4) years of professional experience in curriculum design/development, instructional materials design, training delivery; and subject matter expertise in assigned area.

Possession of a bachelor’s degree in a directly related field such as education, organizational development, etc., may be substituted for one of the years of required experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Juris doctor or master’s degree in education, and one (1) year of experience as identified above.

OR

One year as an Education Developer with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of an Education Developer in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Principles and methods of adult education theory and practice;
- Principles and practices of curriculum and instructional design;
- Principles of distance education product development;
- Practices and methods of faculty development;
- Principles and methods of access, fairness, and diversity in education;
- Strategic planning for education;
- Leadership principles;
- Project management principles;
- Collaborating with and guiding team members;
- Group process and basic communications theory;
- Software used in producing and delivering web-based and other distance education materials and events;
- Best practices and emerging technologies;
- Research methods for developing courses and curricula;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Analyzing and assessing educational needs;
- Facilitating group process and team projects;
- Collaborating with content experts;
- Consulting;
- Exhibiting political acumen;
- Providing strategic thinking;
- Critically analyzing information;
- Monitoring project schedules, status, and compliance;
- Coordinating deadlines and prioritizing competing demands;
- Creating and facilitating learning opportunities;
- Delivering presentations;
- Creating audio, video, and web-based media products;
- Learning new education technology;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating;
- Maintaining effective working relationships with colleagues, customers, and the public; and
- Initiative and independent judgment.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*