

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Education Program Specialist

SERIES NUMBER

6960

MAJOR AGENCIES

Ohio Department of Education Only

EFFECTIVE

05/04/2014

SERIES PURPOSE

The purpose of the Education Program Specialist occupation is to provide advanced consultative work in specialized program areas to internal & external stakeholders by providing assistance & direction in broad educational programs, services &/or activities to the state's public educational system .

Glossary: The following terms are to be interpreted as defined wherever they appear in this document.

Business Rules - Documented functional need that a particular product or process must be able to perform.

Specialized Program Assistance - the providing of advice, assistance, and training pertaining to the implementation, operation, and maintenance of assigned programmatic area.

Stakeholders – someone with a vested interest in the successful completion or outcome of a project.

JOB TITLE

Education Program Specialist

JOB CODE

69604

PAY GRADE

E3

EFFECTIVE

05/04/2014

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of the specific program area to which assigned in order to provide guidance & direction in broad educational programs, services & support functions to internal & external stakeholders.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Education Program Specialist	69604	14	05/04/2014	E3

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Provides customer-focused specialized program assistance:
 - a. Provides ongoing internal/external customer service to stakeholders.
 - b. Develops, presents and/or provides resources for specialized program requests (e.g., respond to communications, travel to locations to conduct site visits, conferences, events).
 - c. Determines, develops and/or provides professional development opportunities (e.g., training, workshop, conference) for stakeholders.
 - d. Evaluates specialized program assistance (e.g., survey, feedback) &/or evaluates training outcomes (e.g., survey, feedback).
2. Administers state and federal laws, programs, funds, grants, &/or contracts by conducting comprehensive monitoring through appropriate department procedures:
 - a. Ensures program, funds, grants, &/or contracts are in compliance with state and federal laws (e.g., conducts onsite reviews as needed, monitors & approves corrective action plans).
 - b. Researches, compiles data, analyzes reviews, interprets, and completes reports regarding state and federal laws and recommends administrative rule changes for stakeholders as needed.
 - c. Evaluates credentials, transcripts, & applications for recommendation (e.g. teacher licensure, community school sponsor applications, nutrition sponsor applications, and state/federal grant applications).
 - d. Oversees contracts for content, deliverables, compliance (e.g., develop contract deliverables with management approval).
 - e. Reviews changing state and federal laws and recommends administrative rule changes as needed to direct supervisor.
3. Provides specialized program assistance & guidance:
 - a. Establishes and maintains collaboration with internal and external stakeholders (e.g., participate in work groups, facilitate collaboration events, provide feedback).
 - b. Analyzes and disseminates policies, standards and business rules to stakeholders in school district(s).
 - c. Creates products, tools and methods for appropriate program implementation according to best practices and established guidelines.
 - d. Reviews changing state and federal laws, best practices, and educational data and research and recommends policy changes as needed to direct supervisor.
 - e. Creates, revises, and disseminates program and/or standards and review periodically.
 - f. Identifies areas of educational policy and procedural need through various mechanisms (e.g., collects stakeholder input, data mining).
4. Performs other related duties as assigned: maintains personal schedules and filing; contributes to office/agency initiatives; participates in meetings; stays informed on industry trends; participates in job-related professional development and ongoing training; serves on state-wide committees.

MAJOR WORKER CHARACTERISTICS

Knowledge of: instructional methods and techniques of current educational trends and developments; principles and theories of education; program or subject matter assignment within the position's area of concentration (see Position Description); instructional methods and other aspects of educational administration; public educational programs and public school administrative procedures; principles and processes for providing customer and personal services; public relations; human relations; research methods; government structure and process relating to ODE*; ODE policies & procedures*. Skill in: communicating with others to convey information effectively; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; considering the relative costs and benefits of potential actions to choose the most appropriate one; understanding the implications of new information for both current and future problem-solving and decision-making; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action; operation of personal computer & software (e.g. MS Office suite)*; office equipment (e.g., copier, printer, calculator). Ability to: establish and maintain effective working relationships with school administrators, educators, educational organizations, curriculum and/or program specialists at local, state, or federal level, and the general public; analyze classroom, curriculum, program, or administrative problems and to recommend possible solutions; formulate and communicate ideas on educational issues and the ability to prepare thorough program evaluations and recommendations; and interpret rules, public school law, educational policies and to effectively communicate philosophies of education; convey ideas clearly and concisely, orally

and in writing; proofread technical materials, recognize errors & make corrections; use proper statistical research methods in gathering data; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

A. Completion of graduate core program in a specific or related content area, educational program or service; 3 years experience in a specific or related content area, educational program or service; current valid driver's license or ability to secure transportation when travel is required.

-Or completion of undergraduate core program in a specific or related content area, educational program or service; 4 years experience in a specific or related content area, educational program or service; current valid driver's license or ability to secure transportation when travel is required.

-Or 6 years experience in a specific or related content area, educational program or service; current valid driver's license or ability to secure transportation when travel is required.

B. In identified programs:

Master's degree and 3 years of education experience in a specific or related content area, educational program or service; current valid driver's license or ability to secure transportation when travel is required.

For both options: The official position description and vacancy/job posting will reflect the required education and related experience. Only those applicants possessing the required education and related experience are to be considered for any vacancies posted.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.