

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

Education Specialist 1-4

**SERIES NO.:**

6965

**MAJOR AGENCIES:** Department of Rehabilitation and Correction  
and Department of Youth Services Only**EFFECTIVE DATE:**

04/16/2017

**SERIES PURPOSE:**

The purpose of the education specialist occupation is to assist in developing the basic education programs for institutionalized youth and adult students.

**JOB TITLE**

Education Specialist 1

**JOB CODE**

69651

**PAY GRADE**

BA

**EFFECTIVE**

04/16/2017

**CLASS CONCEPT:**

The full performance level class works under general supervision &amp; requires considerable knowledge of youth or adult basic education in order to assist in developing basic education programs for students who are institutionalized in the Department of Rehabilitation and Correction or the Department of Youth Services. All employees in this class must possess a baccalaureate degree or less.

**JOB TITLE**

Education Specialist 2

**JOB CODE**

69652

**PAY GRADE**

BA+20

**EFFECTIVE**

04/16/2017

**CLASS CONCEPT:**

The full performance level class works under general supervision &amp; requires considerable knowledge of youth or adult basic education in order to assist in developing basic education programs for students who are institutionalized in the Department of Rehabilitation and Correction or Department of Youth Services. All employees in this class must possess a baccalaureate degree &amp; twenty additional quarter hours.

**JOB TITLE**

Education Specialist 3

**JOB CODE**

69653

**PAY GRADE**

MA

**EFFECTIVE**

04/16/2017

**CLASS CONCEPT:**

The full performance level class works under general supervision &amp; requires considerable knowledge of students youth or adult basic education in order to assist in developing basic education programs for consumers who are institutionalized in the Department of Rehabilitation and Correction or Department of Youth Services. All employees in this class must possess a master's degree.

**JOB TITLE**

Education Specialist 4

**JOB CODE**

69654

**PAY GRADE**

MA+30

**EFFECTIVE**

04/16/2017

**CLASS CONCEPT:**

The full performance level class works under general supervision &amp; requires considerable knowledge of youth or adult basic education in order to assist in developing basic education programs for students who are institutionalized in the Department of Rehabilitation and Correction or Department of Youth Services. All employees in this class must possess a master's degree &amp; thirty hours of post-graduate study.

<b>CLASS TITLE:</b> Education Specialist 1-4	<b>CLASS NUMBER:</b> 69651-69654	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**

04/16/2017

**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.)**

Assists in developing basic education programs for students who are institutionalized in the Department of Rehabilitation or the Department of Youth Services (e.g., assists in developing curriculum; surveys & evaluates consumer population to determine those requiring education), continually evaluates the basic education program & maintains all necessary records on each student enrolled in audit education program.

Instructs individual students &/or small classes.

Completes educational assessments of newly admitted students & completes comprehensive treatment plan worksheet; participates in interdisciplinary team meetings & furnishes requested data.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of basic education principles & techniques; education; speech; educational & vocational appraisal/assessment; organization & administration of education\*; educational policies & procedures & institutional policies of state facility for students\*. Ability to assess educational needs of students & recommend basic educational services to meet those needs; prepare & deliver basic education to individuals or small groups; prepare meaningful, accurate & concise reports & records; establish good rapport with students & work cooperatively with other professionals.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current Teacher Certificate in area of specialization issued by the Ohio Department of Education; 12 mos. exp. in teaching &/or education administration; Education Specialist 1, 69651, must also have baccalaureate degree or less; Education Specialist 2, 69652, must also have baccalaureate degree & 20 additional quarter hrs. but less than master's degree; Education Specialist 3, 69653, must also have master's degree; Education Specialist 4, 69654, must also have master's degree & 30 hrs. of post-graduate study.

-Or Current Teacher Certificate in area of specialization issued by the Ohio Department of Education; completion of graduate core requirements in education.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Provisional teacher certificate for area of specialization must be reviewed in accordance to Section 3301-23-22 of Administrative Code.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to adult or youth offenders who may exhibit violent or erratic behavior.