

Nebraska Department of Education  
Classification Specification

Established: 5/02 Revised: ~~3/09~~56/14

Job Code: EDB201/EDR201/EDO201  
Paygrade 45

## Education Specialist I

**Purpose of Class:** Plans, organizes, promotes, and provides consultative services for a specialized statewide education program, a specific phase of a school program, or rehabilitation services; provides technical assistance to programs; reviews programs for compliance and appropriate requirements; monitors programs for corrective actions.

### Distinguishing Characteristics

**Level:** First in a series of four

**Work Direction Received:** Works under general supervision

**Direction of Others:** Guides/Oversees; may lead in providing work direction

**Scope/nature of Discretion:** General discretion; performs duties with moderate opportunity to exercise independence within broadly-defined policies and procedures

### Examples of Duties

Provides consultative services and information on curriculum, new innovations, program development and regulations in area supervised; communicates with advisory boards, administrators, teachers, other interested parties, and agencies.

Participates in periodic reviews of program and evaluations of state/federal projects; reviews programs for compliance and appropriate requirements; monitors corrective actions; reviews projects to verify that adequate local and state funds are available to match federal funds.

Reviews/recommends applications, processes referrals and claims for payment, and checks to ensure conformance with legal and financial requirements; makes statewide visitations and/or arranges personal/special meetings to dispense information.

Collects and disseminates information on research-based best practices in pertinent career field; provides leadership, coordination, and program guidance for school curriculum in pertinent career field; plans and develops materials for training sessions; conducts training sessions and workshops.

Leads and advises a student organization, including training and monitoring of student state officers.

Collaborates with other agencies and programs to promote program continuity, improve program quality, and to foster professional development; facilitates the partnership of programs with community groups and local agencies.

## Examples of Duties (continued)

Facilitates the exchange of information and expanded working relationships between Agency programs and external agencies; sets forth mechanisms to obtain statewide input into policy development; prepares reports required by laws and regulations.

Interacts with professional organizations as appropriate to specific job assignments; works with various school personnel and groups, including teachers, parents, and students/student organizations.

## Minimum Qualifications

Bachelor's degree in ~~the field of~~ education, ~~and~~ two years of preK-12 teaching or school administration experience in an approved or accredited Nebraska school; ~~or equivalent teaching or school administration~~ experience in another state or country, and eligible for/possess a current Nebraska Teaching or Administrative Certificate per §79-807. NOTE: A Nebraska Teaching or Administrative Certificate per 92 NAC 21 must be possessed by the time the candidate begins employment at the Nebraska Department of Education and an active certificate maintained while in the Education Specialist position.

Substitution: Equivalent Master of Arts in Teaching per 92 NAC 21 and two years of preK-12 teaching or school administration experience in an approved or accredited Nebraska school, or equivalent teaching or school administration experience in another state or country, and eligible for/possess a current Nebraska Teaching or Administrative Certificate per §79-807. OR,

Master's degree in the field of education or related subject area and eligible for/possess a current Nebraska Teaching or Administrative Certificate per §79-807.

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## Knowledge and Abilities

### Knowledge

- Best practices in teaching and learning
- Program knowledge in which technical assistance is provided
- Concepts, principles, and methodologies that relate to technical area
- Compliance principles related to program knowledge
- Laws, statutes, and regulations related to program areas
- Policies and procedures of Agency and programs

### Abilities

- Establish and maintain effective working relationships with school personnel, widely diverse groups, and Agency staff
- Apply program policies and procedures to review programs for compliance
- Conduct training sessions and workshops
- Prepare reports as required by statutes and regulations conforming to their requirements
- Provide technical assistance to funded projects and other agencies
- Establish and lead/advise student organizations