

Nebraska Department of Education  
Classification Specification

Job Code: EDB202/EDR202/EDO202  
Paygrade: 46

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

## Education Specialist II

**Purpose of Class:** Plans, organizes, promotes, and provides consultative services for a statewide educational program or coordinates the state operation of an educational program under a specified act/title of a federal/state program; provides technical assistance to programs; reviews programs for compliance and appropriate requirements; monitors programs and recommends corrective actions as needed.

### Distinguishing Characteristics

**Level:** Second is a series of four

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

**Direction of Others:** Guides/Oversees; may provide work direction to others

**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, information, and assistance in program development, program improvement, and regulations in program/project supervised for advisory boards, administrators, teachers, other interested parties and agencies; provides technical assistance to schools in planning, administering, and conducting federal programs.

Participates in periodic reviews of program and evaluations of state/federal projects/grants; 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 and recommends applications; processes referrals and claims for payment; checks to ensure conformance with legal and financial requirements; makes statewide visitations and on-site reviews, and/or arranges personal and special meetings to dispense information; checks records used in application forms.

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.

Facilitates the exchange of information and expanded working relationships between Agency programs and other agencies; sets forth mechanisms to have statewide input into policy development; prepares and disseminates resources, publications, and other communications; plans and develops materials for training sessions and conducts training sessions and workshops.

## Examples of Duties (continued)

Interacts with professional organizations as appropriate to specific job assignments; works with various school personnel and groups, including teachers, parents, and students/student organizations, educational service units, institutions of higher learning, and other professional organizations or agencies.

Develops/distributes appropriate program documents; collects and compiles program information; carries out work of the program within prescribed fiscal boundaries; facilitates and supports national accreditation and quality improvement processes.

Coordinates, facilitates, and provides leadership to support professional development initiatives and systems.

Coordinates and provides guidance for programmatic aspects of awarded grants including the development of requests for proposals (RFPs), proposal review, implementation, and monitoring.

Oversees implementation of applicable laws, statutes, and regulations; prepares reports as required by laws, statutes, and regulations.

Encourages improvement of instruction by keeping administrators and boards informed of research findings and new developments; provides leadership and assistance in processes and procedures of school evaluation and improvement; disseminates information regarding innovations, through publications, formal and informal presentations, and visitations.

Maintains regular and reliable attendance.

## Minimum Qualifications

Master's degree in the field of education or related subject area, and one year of successful preK-12 teaching or school administrative experience in an approved or accredited Nebraska school; or equivalent teaching or school administrative 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: Bachelor's degree in education or equivalent Master of Arts in Teaching per 92 NAC 21, three years of teaching or school administration experience in another state or country, and eligible for/possess a current Nebraska Teaching or Administrative Certificate per §79-807.

## Knowledge and Abilities

### Knowledge

- Best practices in teaching and learning
- Program knowledge in which technical assistance is provided
- Concepts, principles, and methodologies related to technical area
- Compliance principles related to program knowledge
- Laws, statutes, and regulations related to program areas
- Policies and procedures of Agency and programs
- Service agencies across the state providing assistance to clients

- Governmental and private agencies' program rules and regulations

#### 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 and provide technical assistance
- Prepare reports as required by statutes and regulations conforming to standards
- Provide work direction through assisting co-workers and subordinates

#### Abilities (continued)

- Research best practices and convey technical information to individuals at various levels in the organization
- Provide technical assistance to funded projects and other agencies