

Nebraska Department of Education  
Classification Specification

Job Code: EDB203/ EDR203/EDO203  
Paygrade: 47

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

## Education Specialist III

**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 or title of a federal and/or state program; provides technical assistance to programs, reviews programs for compliance and appropriate requirements; conducts program standards reviews and accreditation processes.

### Distinguishing Characteristics

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

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

**Direction of Others:** Leads; provides direction to the work of lower-level employees

**Scope/nature of Discretion:** General/Delegated discretion; supervises and directs with moderate opportunity to exercise independence within broadly-defined policies and procedures; has authority to take required actions

### Examples of Duties

Provides programmatic leadership, consultative services, information, and technical assistance in program development, program improvement, new innovations, 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 state and federal programs.

Conducts periodic review of programs or accreditation processes and evaluation of state and/or federal projects/grants through developing review teams, providing materials or training, supervising the team, and convening study groups or other strategies to evaluate program activities.

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.

Prepares and administers programs budgets; prepares summaries and reports; computes and reports fiscal information; plans and calculates budgets for program needs.

Facilitates the exchange of information and expanded working relationships between Agency programs and other agencies; facilitates activities to obtain statewide input into policy development; prepares and disseminates resources, publications, and other communications.

### **Examples of Duties (continued)**

Develops, promotes, and/or distributes information regarding program areas; collects and compiles program information; carries out the work of the program within prescribed fiscal boundaries; facilitates and supports national accreditation and quality improvement processes.

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.

Makes final determination regarding 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; makes statewide visitations and on-site reviews, and/or arranges personal and special meetings to dispense information; checks records used in application forms.

Oversees and coordinates the development of curriculum frameworks, assessment policies and procedures, academic standards, essential learnings, and guides; serves/leads writing teams; prepares materials that reflect state-of-the-art practices in designated area; provides expertise and leadership for development of guides or frameworks for alignment with Agency goals or initiatives.

Plans and develops materials for training sessions and conducts training sessions and workshops; coordinates, facilitates, and provides leadership to support professional development initiatives and systems.

Participates in regulation and legislation development and interpretation; provides draft materials for relating to the development of regulations or legislation; prepares reports as required by laws, statutes, and regulations.

Monitors statewide data and makes suggestions for program improvement; provides input for policy development.

May make decisions and/or recommendations regarding staff hiring and direct the work of staff; implements principles and techniques of performance management in supervising and evaluating staff.

Maintains regular and reliable attendance.

## Minimum Qualifications

Master's degree in the field of education or related subject area, and two years of successful preK-12 teaching or school administrationve experience in an approved or accredited Nebraska school, or equivalent teaching or school administrativeon 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, and four years of 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.

## 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
- Supervisory practices and procedures
- Current professional research and information
- Curriculum frameworks and assessment policies/procedures

### 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 technical assistance to funded projects and other agencies
- Research best practices and convey technical information to individuals at various levels in the organization
- Provide program leadership, direction, guidance, and supervision to others
- Monitor professional research and evaluate its applicability to program