

Education Specialist IV

Purpose of Class: Provides leadership, consultative, and technical assistance to school district personnel and boards of education in areas of district-wide impact requiring knowledge and experience in the field of education; may supervise curricular or specialty programs, providing considerable direction and professional-level technical support to other staff members; may supervise staff; assists with upper-level administrative duties; establishes, fosters, and develops new partnerships and collaborations with statewide strategic partners; plans, conducts, and implements professional development activities for NDE education staff and school district personnel.

Distinguishing Characteristics

Level: Fourth in a series of four

Work Direction Received: Works under limited/administrative supervision

Direction of Others: Supervises; directs the activities of subordinates with an emphasis on short-term, operational results

Scope/nature of Discretion: Delegated discretion; authority to initiate and carry out whatever actions are deemed essential

Examples of Duties

Provides statewide leadership and strategic planning; institutes ongoing quality assurance measures by assessing needs and stakeholder satisfaction levels; investigates and researches new programs or services; sets goals and aligns state and federal initiatives with Agency priorities.

Provides consultative assistance to school district personnel and boards of education in areas of district-wide impact requiring knowledge and experience in the field of education; provides technical assistance in areas of compliance, interpretation of regulations, policies, and procedures.

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.

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.

Examples of Duties (continued)

Conducts periodic review of NDE Rules and other policies and procedures; facilitates activities to obtain statewide input into policy development; evaluates state and/or federal initiatives through developing review teams, providing materials or training, supervising the team, and convening study groups or other strategies to evaluate program activities.

Develops, promotes, and/or distributes information regarding team or broad Agency initiatives; collects, analyzes and reports information; prepares and disseminates resources, publications, and other communications;

Collaborates with other stakeholders to exchange information, expand working relationships, promote program continuity, improve program quality, and foster professional development; facilitates the partnership of NDE initiatives with other state agencies, nonprofit organizations, and community groups.

May coordinate and provide 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.

Manages or assists supervisor with fiscal matters such as team budget planning, development and administration as well as contract development and management; may approve expenditures.

Participates in regulation and legislation development and interpretation; provides draft materials relating to the development of regulations or legislation.

Monitors and evaluates statewide data and makes suggestions for program or process improvement; makes recommendations for monitoring and improving operating procedures.

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; may review decisions made by subordinates, evaluating all evidence in support of decisions while considering the relevant statutes, regulations, and program policies; makes determination and may prepare written decision including a summary of the facts and rationale for the decision.

May gather information pertinent to the current operation and structure of educational systems through visitations, observation, interviews, and analyses of data; verifies that schools are operating in accordance with state standards for approval and accreditation; provides assistance to schools as they work in meeting standards; coordinates and provides leadership in accreditation of Educational Service Units.

Examples of Duties (continued)

May administer the North Central Association (NCA) state office; oversee regional accreditation and school improvement provisions of NCA schools; provide leadership in school improvement as required by the Agency and NCA.

Maintains regular and reliable attendance.

Minimum Qualifications

Master's degree in the field of education or related subject area. ~~and~~ three years 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, five 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 and related concepts and principles
- Laws, statutes, and regulations related to program areas
- Education administration
- Program management in area of expertise
- Program review and monitoring procedures
- Federal program requirements and regulations
- Emerging legislative, policy and instructional issues

Abilities

- Establish and maintain effective working relationships with Agency staff, school administrators, widely diverse groups, and the general public
- Provide leadership, direction, guidance, and supervision of others
- Plan and implement reviews of school districts and federal programs
- Research best practices and new developments
- Gather, analyze, and review collected information and make recommendations
- Design and present workshops and training on areas of expertise/assignment
- Facilitate meetings to gain input, disseminate information, encourage improvement
- Facilitate changes in policies, procedures, or practices

- Review and recommend changes in legislation, rules, regulations, and policies required for educational systems