

Nebraska Department of Education
Classification Specification
Established: 1/04 Revised: ~~3/07~~ 6/14

Job Code: EDB008/EDR008/EDO008
Paygrade: 47

VR Program Director I

Purpose of Class: Provides considerable direction and professional-level technical support to VR programs; provides technical program support in areas of compliance, regulations, rules, policies and procedures, standards, and information; develops and maintains technical programs and services; administers assigned standards, processes, and programs to ensure timely and accurate compliance with standards; provides program information to field staff and management.

Distinguishing Characteristics

Level: First in a series of two

Work Direction Received: Works under limited supervision

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

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

Identifies potential new programs and services; independently resolves program issues and problems; assesses client satisfaction levels and ongoing quality assurance measures; investigates and researches new programs or services.

Plans and develops technical programs and services, working under the guidance of more senior administrative staff; attends technical meetings to provide program support and direction; provides information on program processes and practices; prepares comprehensive documents in support of program standards and parameters.

Typically acts as primary trainer for newly hired staff members, responsible for the development, design, and delivery of training curriculum; analyzes and implements new procedures based on policy changes.

Provides considerable direction and technical program guidance/support to agency employees in areas of compliance, rules, regulations, policies and procedures, and program standards; provides support to staff on special projects from the standpoint of training, support, and documentation.

Under administrative guidance, reviews, evaluates, and makes recommendations for monitoring and correcting internal and operational systems and organizational unit performance; assists in determining records or activities to analyze, the extent of review, and the documentation to prepare.

Examples of Duties (continued)

Develops and implements public information activities and products to garner support for programs; provides information to clients, service providers, and general public to increase awareness of program; coordinates local and statewide activities and ensures consistency in program implementation; plans and promotes special events related to program.

Approves and monitors programs for eligible persons enrolled in programs under the provisions of federal/state legislation; applies federal law and regulations and agency policies.

Maintains regular and reliable attendance.

Minimum Qualifications

Bachelor's degree in ~~Vocational Rehabilitation or a related discipline~~ related field and four years of experience related ~~work experience to the essential functions of the position.~~ ~~or a Master's degree with a major related to job responsibilities and two years of professionally related experience.~~ Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

Knowledge and Abilities

Knowledge

- Technical program knowledge and standard practices and procedures
- Federal and state laws, rules, and regulations that affect the program operation
- Organizational structure, functions, goals, policies, and procedures
- Principles, practices, and methodologies related to program parameters
- Office equipment and computer software programs
- Workings of unit and its policies and practices and related accounting procedures
- Overall agency operations and correlation to program parameters
- Established policies, procedures, practices of VR Division and NDE

Abilities

- Interact with individuals having significant disabilities
- Perform program work with minimal supervision
- Interact with supervisors, employees, and the public to gain their cooperation and to establish working relationships
- Formulate and recommend modifications to program parameters to attain goals
- Apply management practices, techniques, and methodologies to assigned activities
- Collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems
- Identify and interpret program requirements, policies, and regulations to provide guidance and advice
- Organize and present facts and opinions orally and in writing; create written materials
- Utilize resources available to complete assigned projects and program goals