

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Education Program Specialist I

Class Code: 30566

Pay Grade: GJ

A. Purpose:

Provides statewide support for quality educational programs by interpreting laws, rules, and regulations; recommending policies and procedures; providing technical assistance; conducting reviews; and developing content areas and resources for an assigned activity to ensure school districts meet state and federal regulations.

B. Distinguishing Feature:

The Education Program Specialist I carries out activities of education programs and provides technical assistance in assigned areas; conducts on-site reviews, evaluates activities, prepares grant applications, reviews and recommends action on sub-grant applications, and assists educational agencies with the development of resources.

The Education Program Specialist II administers overall activities of education programs, assists Division/Office Directors in carrying out administrative functions and in managing education programs, and/or functions as a team leader.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Interprets and implements education programs to ensure the program(s) operate in compliance with department goals and objectives and all state and federal laws, rules, and regulations.
 - a. Interprets federal and state laws, rules, and regulations and prepares implementation guidelines for the program(s).
 - b. Maintains logs, files, and other records of activities occurring within assigned programs.
 - c. Provides statistical reports and analysis of data for assigned program(s).
 - d. Conducts research and analysis planning to determine a program's condition and needs.
 - e. Evaluates program effectiveness and recommends improvements.
 - f. Performs on-site visits and reviews of educational facilities, activities, files, reports, and other pertinent information, and recommends and monitors corrective action measures.
 - g. Recommends policy, procedure and rule changes.
2. Reviews the program(s) fiscal activities to ensure funds are used most effectively and within limitations.
 - a. Applies grant, program evaluation, and selection criteria.
 - b. Selects or participates in the selection and awarding of sub-grants.
 - c. Communicates conditions of the grant with grantees.
 - d. Monitors grant, contract, or program objectives, including expenditures within an approved grant and progress.
 - e. Reviews and evaluates grantees' final reports and results upon completion of the sub-grant.
3. Develops and provides training for education staff and school districts to ensure efficient delivery of program services.

- a. Develops resource materials for specific content areas and procedure manuals for the operation of an assigned activity.
 - b. Provides in-service training.
 - c. Provides brochures and education-related information to the public, department staff, school districts, etc.
4. Provides technical advice and assistance in the implementation and maintenance of statutory responsibilities and related regulatory functions to ensure services are delivered uniformly.
 - a. Answers technical questions from school districts, other agencies, and the public regarding policies, laws, rules, and regulations.
 - b. Analyzes and interprets department, state, and federal policies, laws, rules, and regulations.
 5. Serves as a liaison between department, field staff, and allied agencies to stimulate effective communication.
 6. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise, but may provide work direction to staff.

E. Challenges and Problems:

Challenges include upgrading and improving educational services in a variety of environments such as local districts, private education facilities, and vocational agencies; and developing new activities and related technical implementation. This is difficult because all educational services must be consistent across the state and continually upgraded to benefit the students.

Problems include dealing with changing educational trends and updating services to keep quality educational services in South Dakota.

F. Decision-making Authority:

Decisions include being responsible for providing policy interpretation, recommending criteria by which projects will operate, determining compliance, recommending program changes, evaluating the quality of services, establishing staff and user training, scheduling and conducting on-site visits, and developing grant and sub-grant application formats.

Decisions referred include expenditures outside of an established budget, final approval of grants and sub-grantees, approval of written reports, legal issues, proposed rules and legislation, changes to existing or new policies, and policy interpretations which have been challenged.

G. Contact with Others:

Daily contact with school administrators, teachers, and the public to provide technical assistance, program information, and curriculum development; and with other state agencies to gather and provide program information; and as needed contact with committees, task forces, and organizations to promote educational opportunities and plan organization activities.

H. Working Conditions:

This position works in a typical office environment and may involve frequent travel.

I. Knowledge, Skills and Abilities:

Knowledge of:

- education standards and curriculum;
- the functions of a state educational agency and related processes;
- grant writing;
- state and national trends in education;
- rules and laws pertaining to education;
- research based teaching methodologies.

Ability to:

- develop and maintain professional relationships with coworkers, school districts, and other education contacts;
- deal tactfully and effectively with educators, administrators, and the public;
- communicate information clearly and concisely;
- serve as a representative in a diverse and changing educational environment;
- write and edit a variety of forms, reports, and informational materials;
- review and evaluate methods, processes, and outcomes;
- speak before groups;
- model best practices;
- develop in-service workshops for teachers, administrators, and the public.