

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Education Program Specialist II**

**Class Code: 30567**

**Pay Grade: GK**

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### **A. Purpose:**

Develops and administers educational programs and services and manages budgetary activities to include comprehensive and strategic planning; writing administrative rules, policies, and procedures; and negotiating contracts to ensure the department meets established goals and objectives and complies with all pertinent state and federal guidelines.

### **B. Distinguishing Feature:**

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

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.

### **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. Develops and implements program policies and procedures to ensure programs operate in compliance with department goals and objectives and all pertinent laws, rules, and regulations.
  - a. Provides on-site evaluations of programs and facilities to determine compliance.
  - b. Develops and revises policy and operations manuals.
  - c. Monitors federal regulation changes to determine when program rules and regulations need to be revised.
  - d. Develops assessment and corrective action plans to ensure effective quality control.
2. Determines overall program needs, and revises or expands program initiatives to ensure program improvements and expansion.
  - a. Researches professional information and data.
  - b. Analyzes program improvement costs and benefits.
  - c. Proactively initiates new goals and policies.
  - d. Develops implementation plans to include all aspects of a new initiative.
  - e. Assigns new initiatives to team or office members for development.
3. Provides budget and grant research/proposals and monitors expenditures within approved grants to ensure funds are used effectively and within limitations.
  - a. Reviews reports and files.
  - b. Prioritizes work being handled by program staff and approves actions to be taken for each.
  - c. Makes budget projections.
  - d. Approves grant applications and grant proposals prepared by others.
  - e. Negotiates contracts and agreements.

4. Administers special assignments and projects to ensure the mission and goals are accomplished.
  - a. Compiles preliminary budget requests for an assigned office or activity.
  - b. Screens activity grant budgets and reviews grant processes to maintain appropriate funding levels and expenditures.
  - c. Reviews, approves, and makes decisions concerning allocations, reallocations, planning grants, and administrative funds for special activities.
  - d. Directs the development and design of data systems.
  - e. Represents the department at state and federal level meetings to provide input into decisions related to specific education programs.
5. Develops training and technical assistance for staff and professional development opportunities to ensure efficient and effective program operation.
6. Develops and prepares rules and regulations for and in response to legislation and may attend legislative hearings to ensure promulgation is in compliance with department plans and goals.
7. Supervises staff to ensure the objectives of the work unit are met.
  - a. Interviews and recommends the selection of staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary action.
  - e. Recommends staffing changes and utilization.
  - f. Conducts performance reviews and completes performance documents.
  - g. Serves as a liaison between the Program Manager and other professional staff, organizations, and public.
8. Performs other work as assigned.

**D. Reporting Relationships:**

Supervises Education Program Specialist I's and clerical support positions.

**E. Challenges and Problems:**

Challenges include directing a variety of activities within a program, determining program needs and implementing changes, developing and giving approval of activity or unit goals, and effectively training and monitoring staff in the specific activities assigned.

Problems include monitoring grant processes by maintaining statutory compliance and budgetary maintenance of the program within state and federal regulations.

**F. Decision-making Authority:**

Decisions include administering and evaluating activities carried out by the agency, determining overall compliance with grant and program objectives, developing major policy and resource recommendations, and determining grant procedures and related budgetary matters within the assigned unit area.

Decisions referred include final approval of policies affecting the entire program, completing or approving the department budget, and initiating legislation that affects other areas.

**G. Contact with Others:**

Daily contact with program, field, and local education agency staff to provide technical assistance or discuss program activities. Frequent contact with other agencies concerning standards of education, grant proposals, or other education issues; and the public to promote good program relations, provide information, and resolve problem issues.

**H. Working Conditions:**

The incumbent works in a typical office environment and may involve frequent travel.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- local, state, and federal statutes and rules pertaining to education;
- grant maintenance and budgetary procedures;
- contract management;
- management theories and effective methods of supervision;
- education standards and curriculum;
- the functions of a state educational agency and related processes;
- state and national trends in education.

Ability to:

- develop professional relationships with clients and other agencies;
- deal tactfully and effectively with educators, administrators, and the general public;
- 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;
- make presentations to groups;
- communicate information clearly and concisely;
- manage multiple functions and tasks.