

## EDUCATION SPECIALIST 2

### KIND OF WORK

Professional educational consultative, program development, implementation and evaluation work.

### NATURE AND PURPOSE

Under limited supervision, provides consultation and professional advice to educational personnel, institutions, organizations and policymakers in the design, selection and/or development of appropriate instructional content, methods, materials and delivery systems; develops and applies evaluation instruments and methodology to determine the progress of learners, teaching effectiveness, and/or the effectiveness of educational programs; plans and develops comprehensive curricula for educational programs to attain specific educational objectives in one or more subject areas, for pre-school, K-12, post-secondary or adult public and non-public educational programs on a statewide basis; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Consults with local school administrators, instructional and support staff at the pre-school, K-12, post-secondary and adult levels on methods to plan, develop, implement and/or evaluate educational programs in one or more subject areas by assessing need, presenting in-service programs and workshops, and directing the work of advisory committees.

Develops and publishes curriculum guides, expected learner outcomes, instructional materials and teaching/learning models to guide and advise school administrators, instructional and support staff in one or more academic areas by researching instructional content areas, synthesizing findings into appropriate reference materials and by providing interpretations of research findings to curriculum developers and education program managers.

Informs diverse client population including parents, the general public, governmental agencies, professional organizations, educational institutions and other public and private client groups to promote educational program development and improvement by preparing and disseminating information about the acquisition of educational program resources and program operations and by directly involving them through advisory task forces.

Plans and implements in-service and pre-service staff development activities for school administrators, teachers and support staff to improve instructional effectiveness by assessing individual and group needs, and planning, developing, implementing and evaluating activities to meet identified needs.

Monitors school educational practices and evaluates educational programs to comply with state or federal laws and/or State Board of Education rules by performing program evaluations, summarizing evaluation data, and instructing school administrators and instructional staff on methods for the improvement of educational programs and practices.

Assesses student achievement and evaluates specific educational issues, trends or developments to determine the effectiveness of the teaching/learning process by designing and implementing research studies, analyzing research findings and writing analytical reports to present findings for the purpose of educational program improvement.

Plans, develops, implements and evaluates statewide educational programs in one or more subject areas to determine the effectiveness of the educational program by guiding the activities of advisory committees, consulting with program staff, providing technical assistance to school district personnel and selecting, implementing and evaluating resources and materials.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Theory and practice of curriculum development, implementation and evaluation processes sufficient to apply them at the pre-school, elementary, secondary, post-secondary and/or adult levels of education.

Principles and practices of educational program evaluation and the assessment of student achievement sufficient to design and implement evaluation programs, analyze evaluation data and utilize findings to improve instructional programs.

Principles and practices of the teaching/learning process sufficient to design and implement instructional methods, program models and delivery systems at the pre-school, elementary, secondary, post-secondary and/or adult levels.

Educational theory, administrative fundamentals and the psychology of teaching and learning for specific learner groups sufficient to provide solutions to programmatic problems and to recommend alternative program methods.

Educational trends, issues and developments occurring at the pre-school, elementary, secondary, post-secondary and/or adult program levels sufficient to be able to appraise and incorporate potentially effective developments into statewide programs.

The structure and function of Minnesota's educational system sufficient to provide solutions to policy and operational questions.

Laws, rules and policies which govern the operation of Minnesota's public and non-public schools sufficient to apply and interpret them to local education agency staff, Department of Education personnel and other clientele.

Ability to:

Design and/or implement research projects sufficient to assess the teaching/learning process or other educational issues and developments.

Assess the educational program planning process sufficient to determine or verify program budget allocations.

Write reports, publications and correspondence sufficient to clearly communicate technical subjects to a diverse audience.

Speak in public sufficient to conduct workshops and to make effective presentations to explain and promote educational programs.

Est.: 07/05/87  
Rev.: 10/29/69  
09/10/87

T.C.:  
Former Title(s):