

Job Family Description

Jobs whose primary duties generally involve providing instruction and/or managing one or more educational functions. Individuals assigned to positions in this job family are responsible for planning and coordinating development of educational programs or services, providing instruction, and the administration and support of educational, research, and public service libraries.

SC3001	Education Svcs I	Grade 103
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Level Definition:

Work activities involve assistance with language communication between those with compromised capability and those with normal capability. Positions perform work under certified guidance.

Knowledge Skills & Abilities

Ability to communicate effectively in writing and verbally. Ability to accurately follow both written and verbal directions. Ability to interact effectively with others in a professional manner. Skill in collecting and organizing data. Ability to apply general rules to specific problems. Ability to complete work assignments accurately and timely. Ability to use tools necessary for assigned work. Basic knowledge of industry practices and procedures. Basic ability to evaluate distinct information to form general conclusions.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. Requires proficiency in appropriate language as demonstrated with a certificate of completion or through an accredited training program. At time of recruitment the hiring a hiring agency may specify additional education, certification, experience and/or additional qualifications depending on the position to be filled.

SC3002	Education Svcs II	Grade 104
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Level Definition:

Work at this level is associated with the responsibility for preparing, interpreting, and/or transliterating services and information in alternative formats utilizing technology and educational academic and social situations. Work is normally performed under general supervision. Incumbents will facilitate communication between those with language disabilities and those without or with a different language disability.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to analyze, monitor, and input records. Skill in collecting, organizing, and analysis of semi-complex data. Ability to process and

handle confidential information with discretion. Knowledge of laws and regulations pertaining to field of emphasis. Knowledge of unspoken written and verbal communication including Braille and Sign. Extensive verbal and written communication skills. Proficiency in drafting proposals and policies at a general level. Ability to prepare and maintain billing records and other documents. Knowledge of resources available to meet client needs.

Minimum Education & Experience

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. Requires proficiency in appropriate language as demonstrated with a certificate of completion or through an accredited training program plus agency designated experience. At time of recruitment the hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC3003	Education Svcs III	Grade 105
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Level Definition:

Work includes activities associated with instruction of students, development of special programs in CTE, maintenance of a variety of library collections, and/or provision of interpretive/educational programs in a variety of locales including classroom, via technology, and correctional institutions and to a variety of audiences. Work is normally performed under limited supervision. Work differs from lower levels in that this work is more complex because of the breadth and depth of knowledge and responsibility associated with a variety of duties. May supervise staff.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult and stressful situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to devise solutions to administrative or operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others and to take corrective actions as necessary. Basic presentation and training skills. Knowledge and understanding of professional concepts, techniques, and procedures relevant to a specific audience. Knowledge of compliance and legal standards relevant to situations. Ability to plan lessons and apply instructional techniques.

Minimum Education & Experience

A Bachelor’s degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. Requires proper licensure or certification and agency specified years of experience in appropriate function. At time of

recruitment the hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC3004	Education Svcs IV	Grade 106
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Level Definition:

Work involves providing leadership in development, delivery, and assessment of training programs, guidance counseling services, consultative Librarian services, special education, classroom instruction, and other education programs. Work is at an advanced level and involves implementing and administering activities and/or programs of considerable scope and high complexity. Work is different from the other levels in that decisions are made with considerable independence. Work involves significant, in-depth research and analysis of issues and situations. Positions may involve providing supervision or technical guidance to others.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Ability to review, analyze, and interpret federal and state laws, regulations, and policies. Skilled at conducting and analyzing complex research and communicating results. Skilled at applying principles, methodologies, standards, and best practices to identify needs and determine solutions. Advanced ability to devise solutions to administrative or operational problems. Advanced presentation and training skills. Ability to develop and present curriculum. Advanced verbal and written communication skills.

Minimum Education & Experience

A Bachelor's degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. Requires proper licensure or certification and agency specified years of experience in appropriate function. At time of recruitment the hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC3005	Education Svcs V	Grade 107
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Level Definition:

Work involves planning, developing, administering, and/or operational services for one or more statewide specialized programs in the areas of Library services, Career & Tech Education, and educational services at a variety of institutions. Often manages the work of others. Work at this

level involves a comprehensive understanding of all basic, intermediate, and advanced services and programs being provided within an agency.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Skilled in assessing the performance of the organization and to take corrective actions as necessary. Ability to develop, interpret, and evaluate policies and procedures. Ability to implement new systems and procedures and evaluate their effectiveness. Skill in understand the implications of new information for current and future problem-solving and decision making. Skill in negotiation and facilitation. Highly skilled at applying principles, methodologies, standards, and best practices to identify needs and determine solutions.

Minimum Education & Experience

A Master’s degree in a related field, proper licensure or certification, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC3006	Education Svcs VI	Grade 108
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Level Definition: Work involves planning, developing, administering, and/or operational services for one or more statewide specialized programs. Work at this level involves independently performing managerial and professional assignments related to programs, facilities, or systems. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Work will involve the review and evaluation of existing data and research.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Expert level skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Advanced knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards. Advanced ability to develop, interpret, and evaluate policies and procedures. Extensive ability to implement new and ongoing program initiatives.

Minimum Education & Experience

A Master’s degree in a related field, proper licensure or certification, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and

abilities. At time of recruitment the hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.