

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

DISTRICT EDUCATIONAL SPECIALIST II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing leadership, planning, and coordination in curriculum and program development, improvement, implementation, and evaluation at the district level; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the District Educational Specialist I in that the District Educational Specialist II performs the simple to complex assignments in curriculum and program development, improvement, implementation, and evaluation usually under the general administrative and technical supervision of the Complex Area Superintendent; whereas the District Educational Specialist I performs the selected, less complex, and more routine assignments in curriculum and program development, improvement, implementation, and evaluation usually under the immediate technical supervision of a District Educational Specialist II.

Positions in this class are afforded some independence in carrying out ongoing programs and may supervise lower level professional and clerical personnel. Special assignments at this level are usually given with a statement of the objectives, limits of the assignments, suggested overall plan of work, and nature of results expected, with some independence in determining criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment.

EXAMPLES OF DUTIES:

1. Works with principals and teachers on curriculum and other program needs and their implementation.
2. Assists teachers and principals in the selection and use of district and school programs through program review, research studies, and observation of actual classroom performance.
3. Conducts surveys and compiles data to identify program needs.
4. Proposes new or revised objectives to meet identified needs and recommends adoption or adaptation of new approaches to more effectively fulfill program needs.
5. Translates curriculum and instructional program proposals into curriculum guides and policy guides or outlines as required to meet the unique needs of the district.
6. Develops in-service and pre-service training guidelines and programs for personnel who are to implement program proposals.
7. Administers and instructs training workshops and institutes.

8. Works with others in public and private agencies and institutions who can contribute to or have an interest in planning, curriculum development, and instructional improvement.
9. Assists schools in developing specific educational objectives.
10. Assists teachers and principals in the interpretation of state policies, procedures, and guidelines.
11. Develops the district budget as it affects curriculum and programming in the schools.
12. May engage in demonstration teaching of new materials and techniques.
13. Assists school administrators in the planning for purchase of curriculum and program materials.
14. Interprets programs for and provides program information to parents, community and professional groups, and government agencies.
15. Assists in developing standards for school equipment and space requirements as they affect programs.
16. May supervise and evaluate lower-level district educational specialists and clerical personnel.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a master's degree in the specialty or related fields or a bachelor's degree plus 30 semester credits in the specialty or related fields and 6 (six) years of responsible job-related professional experience, including 5 (five) years of teaching, in the specialty or related fields and 1 (one) year of responsible job-related professional experience in curriculum or program planning.

Knowledge of: Basic principles, theories, and practices of education, including curriculum and program planning and development; principles and practices of public relations and budget preparation.

Ability to: Develop and evaluate plans, programs, and procedures; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.