

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

DOE EDUCATIONAL SPECIALIST II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing leadership, planning, and coordination in curriculum and program development, improvement, and evaluation on a statewide level either independently in a subject matter area or in working with others on broad projects or programs; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Educational Specialist I in that the Educational Specialist II performs the full range of the most difficult and complex assignments in curriculum and program development, improvement, and evaluation usually under the general administrative and /technical supervision of an Educational Specialist III; whereas the Educational Specialist I performs the simple to complex assignments in curriculum and program development, improvement, and evaluation usually under the immediate technical supervision of an Educational Specialist II.

This class differs from the Educational Specialist III in that the Educational Specialist II performs the full range of the most difficult and complex assignments in curriculum and program development and improvement, usually under the general administrative and technical supervision of an Educational Specialist III; whereas the Educational Specialist III has program responsibility in planning, developing, implementing, and improving the curricula and pedagogy of several related subject matter areas or specialized activities and supervises a staff of professional and clerical personnel under the general administrative/technical direction of an Educational Director.

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 assignment, 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 objectives of the assignment.

EXAMPLES OF DUTIES:

1. Reviews existing curriculum content and instructional program approaches in one or more subject areas or specialized activities and determines the appropriateness of concepts and objectives, consonant with other related disciplines.
2. Reviews and recommends the adequacy of facilities, equipment, and materials in accommodating program objectives and the effectiveness of instructional organization, methods, and techniques in achieving curriculum objectives.
3. Analyzes present programs, identifies problem areas, develops viable alternatives for their resolution, and applies cost-effectiveness and cost-benefit measures in reaching decisions and making recommendations.

4. Maintains a constant awareness of the educational needs and requirements of an ever-changing society, of new instructional strategies, methods, materials, and equipment, and of advances in learning theories.
5. Proposes new or revised objectives to meet identified needs and recommends adoption or adaptation of new instructional approaches to more effectively fulfill curriculum needs.
6. Translates curriculum and instructional program proposals into state curriculum guides, instructional policies, and approved book and instructional material lists.
7. Develops long-range plans, relates proposals to budgetary requirements, and reduces programs to the planned program budgeting format.
8. Assists in the development of in-service and pre-service training guidelines for personnel who are to implement program proposals.
9. Works with others in public and private agencies and institutions that can contribute to or have an interest in program planning, curriculum development, and instructional improvement.
10. Provides technical advisory services to districts and schools.
11. Assists in or carries out research projects.
12. Assists in planning in-service training programs.
13. Interprets programs for and provides program information to parents, community and professional groups, and government agencies.
14. Performs special projects and prepares reports and correspondence.
15. Participates in the collective bargaining process by researching, collecting, and preparing data and reports.

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 seven years of progressively responsible job-related professional experience in the specialized area of responsibility or closely-related fields, including five years of teaching in the specialty or related fields and two years 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; current principles, theories and practices in the specialized area of responsibility; applicable laws, rules and regulations; principles and practices of public relations and budget preparation.

Class code: 56526

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