

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**VOCATIONAL/TECHNICAL EDUCATION SPECIALIST II, EO-07**

**DUTIES SUMMARY:**

Has immediate responsibility for providing curriculum leadership, planning and coordination in vocational/technical education areas; developing and evaluating plans, programs and procedures; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from other Educational Specialists in that the purview is vocational or technical and affected by a federal interest which mandates specialized non-academic occupational training and experience as a position requirement.

**EXAMPLES OF DUTIES:**

1. Designs, develops, plans, promotes and recommends curriculum and instructional approaches in vocational/technical areas and evaluates the effectiveness of instructional organization, methods, and techniques in achieving curriculum objectives.
2. Determines the appropriateness and adequacy of facilities, equipment, and materials in accommodating program objectives.
3. Analyzes programs, identifies problems, develops alternatives and determines cost-effectiveness and cost-benefits of alternatives.
4. Develops state curriculum guides, instructional policies and book and instructional materials lists.
5. Provides technical and consultative services to districts and schools as required.
6. Monitors the activities of schools to check conformance to federal guidelines, established policies and legal/administrative directions.
7. Assists in the administration of grant awards and participates in the preparation of the annual State Plan for federal funds.
8. Recommends budget proposals and expenditure plans and initiates expenditures for vocational/technical Education Programs at the state level.
9. Keeps abreast of changes in the Federal Vocational Education acts and recommends revisions to guidelines and regulations.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Training and Experience:** Graduation from an accredited college or university with a master's degree in an appropriate vocational/technical field or related fields or a bachelor's degree plus

30 semester credits in a vocational/technical field or related fields and seven (7) years of progressively responsible job-related professional experience including five (5) years of teaching, two (2) years of curriculum or program planning and a total of three (3) years of work experience in the specialized area of responsibility (experience requirements as mandated by federal agreement).

**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.