

DEPARTMENT OF EDUCATION
STATE OF HAWAII

EDUCATIONAL SPECIALIST III
Position Number 60050

Office of Curriculum, Instruction and Student Support
Student Support Branch
Comprehensive Student Support Services Section

Duties Summary

Under the general direction of the Educational Director, Position No. 60790, Student Support Branch, Office of Curriculum, Instruction and Student Support, the Educational Specialist III provides leadership and direction in the planning, development, and evaluation of programs and personnel in the Comprehensive Student Support Services Section and the overall implementation of the Comprehensive Student Support System within the Department. The Educational Specialist III also prepares budget documents, provides consultative services, meets with program-related organizations and performs other duties as required or directed.

Duties and Responsibilities

**Relative
Time Spent
Index**

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| 1. Provides leadership, general administrative and technical direction over personnel, programs, and services within the Comprehensive Student Support Services Section in addressing the implementation of Comprehensive Student Support System throughout the Department. | 35% |
| 2. Collaborates with others in the Office of Curriculum, Instruction and Student Support and especially the Special Education Section in the Curriculum and Instruction Branch to ensure that an array of prevention, early intervention, and tertiary student support services are available to all students within the schools. | 15% |
| 3. Serves as the Department's external point of contact on matters relating to Comprehensive Student Support System. | 15% |
| 4. Assist in the preparation and presentation of information, reports and testimony for the Comprehensive Student Support Services Section areas to various stakeholders such as Legislature, Board of Education, Department leadership, schools, parents and families, and public and private agencies. | 10% |
| 5. Represents the Department on various public and private organizations and agencies related to the areas of student support services and concerns. | 10% |

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| 6. Serves as an active member of DOE cross functional teams related to improving instruction at the school level, such as AYP Response Team that conducts comprehensive needs assessment of a school, a monitoring team that documents the impact of federal program on instructional improvement at a school, or other assigned task, such as developing an implementation plan for new legislatively funded programs. | 10% |
| 7. Performs other related duties as assigned. | 5% |
| Total | 100% |

Supervision Received and Exercised

Performs duties and responsibilities under the general supervision of the Educational Director, of the Student Support Branch (Position No. 60790), Office of Curriculum, Instruction and Student Support.

Exercises general supervision over of the following personnel:

Quantity	Position Title	Position Number
1.00	Secretary II	05077
1.00	Educational Specialist II, Primary/Prevention Intervention	72880F
1.00	Educational Specialist II, Positive Behavior Support	73228
1.00	Educational Specialist II, Section 504/Home-Hospital Instruction	74955
1.00	Educational Specialist II, School-Based Behavioral Health	75400
1.00	Educational Specialist II, Hearing Impairment/Visual Impairment	79311

Recommended Qualifications

- A. Knowledge: Current knowledge of American education, educational leadership and administration, foundations of curriculum and instruction, assessment and evaluation, student support services and programs; educational statistics; purposes, methods, subject matter and, materials pertinent to the areas of assignment; principles of research; standards-based education; and mandates such as laws, policies, rules, and procedures pertinent to areas of assignment; and trends and issues related to areas of assignments.
- B. Skills/Abilities: Skill and ability to provide leadership, guidance, supervision, and direction in the areas of assignment; develop, analyze, and evaluate plans, programs, and procedures; relate, collaborate and communicate effectively with others orally and in writing; operate equipment such as computers, multimedia equipment, business machines, and other technologies; facilitate and engage others in problem-solving and decision-making processes; effectively work with stakeholders within the Department and the community; manage

transitions impacting the Department, and maintain awareness of developments in curriculum or program areas.

Education: Graduation from an accredited college or university with a master's degree in education with specialization in elementary education, secondary education, school counseling or related area of assignment.

- D. Experiences: Eight (8) years of responsible professional work experience in education of which four (4) years shall have been in teaching and four (4) years in curriculum or program planning, implementing and evaluating and administration experiences at the school, complex, district or state level.