

Educational Program Specialist 2
Job ID: 314286
Institute on Community Integration
College of Education and Human Development

Qualifications:

Required Qualifications: The successful applicant must have:

- Bachelor's degree in education, psychology, social work, curriculum and instruction or related field.
- 6 years experience to include, work experience in special education, counseling, training and development, social work or a related field, and/or experience in the design and development of training curricula and programs based on comprehensive assessments of state and local agency professional needs, including the development of written work scopes and operating training program budgets.
- Ability to implement and evaluate training and technical; assistance programs.
- Demonstrated ability to effectively provide leadership to a team and problem-solve and make decisions independently.
- Demonstrated experience in working with collaborative teams.
- Demonstrated experience working with at-risk children and youth, including those with disabilities.
- Demonstrated ability to coordinate the work of multiple organizations and individuals to work toward the achievement of common goals.
- Ability to work well with others and develop effective partnerships and comprehensive plans for conducting programs of training and technical assistance.
- Ability to support the development and maintenance of databases.
- Ability to travel within Minnesota and nationally.

Preferred Qualifications:

- Master's degree in special education, psychology, curriculum and instruction, social work, or related field.
- Demonstrated experience in multi-year training and development project management.
- 7-10 years of experience in education, social work, counseling, or disability field.
- Experience evaluating education and training materials.
- Demonstrated experience in developing new programs that involve multiple sites and collaborators.

About the Job:

One or more full-time (100%FTE) education program specialists who will provide expert knowledge and consultation in fields and disciplines focused on at-risk children and youth, including those with disabilities within the Institute on Community Integration (ICI). This individual leads the design, development, implementation and evaluation of training programs for state education agencies; local school districts; middle schools and high schools; postsecondary education entities; juvenile corrections programs; and other community service agencies. Training primarily focuses on developing the capacity of professionals nationwide to successfully implement a student engagement and drop prevention intervention model- *Check&Connect*. This will require that the individual formulates and defines training needs and establishes program objectives and outcomes, and training designs that meet state of the art training standards and methods. This position requires independent decision-making within a set of defined quality standards and protocols to ensure the quality of training curricula and timeliness and effectiveness of delivery to targeted audiences. The role also requires the supervision of a team of professionals in carrying project training activities.

Job Duties/Responsibilities:

Develop and Implement Education/Training Programs (40%)

- Apply instructional design, expectations, and tools necessary to complete a high quality course and follow those directions as specified (e.g. test questions, training assignments, and participant skill assessments).

- Collaborate with stakeholders on the design of education and training courses and technical assistance needed as directed by grants and program objectives.
- Interact with local/state leadership personnel and advisory boards related to project activities and outcomes.
- Lead statewide and national implementation of the education and training programs that includes providing technical assistance, outreach, education, and consultation activities to state and local education agencies, organizations, and other relevant stakeholders.
- Develop content for marketing materials to gain exposure and provide opportunities for further expansion and relationships with other stakeholders and communities.
- Plan, design and deliver webinars, conference calls and in-person meetings.
- Disseminate information on project activities/outcomes by preparing blogs, newsletters, conference presentations, and poster sessions for example.
- Promote and market programs to recruit participants in grant activities and projects.
- Direct the work of staff with regards to registration, logistics, and training needs of each program.

Strategic Program Planning (30%)

- Build and maintain relationships with agencies, organizations, institutions and other external stakeholders and learners to identify education and training needs across state and local education and related agency settings.
- Consult with individuals and organizations to determine what the program needs are of the different agencies.
- Assess academic needs of organizations, state and local entities, as well as the community in order to set objectives for developing and implementing programs, and evaluating the outcomes.
- Utilize information from evaluation of programs to inform future planning of training needs.
- Design, develop and implement strategic training and technical assistance protocols and strategies to align with training and education programs.
- Formulate and define systems, determine scope and identify objectives for projects by researching issues and national trends in direct support and disability professional development.

Program Analysis and Evaluation (15%)

- Conduct evaluation of training programs, learning methodologies and products to ensure learning objectives are met.
- Develop annual policy briefs related to outcome measurements.
- Lead and direct annual performance reporting regarding education, training, and technical assistance activities related to specific funder projects.
- Build capacity in the community and with trainers to identify training needs for highly competent and skilled professionals.
- Utilize effective evaluation techniques to refine products.
- Create and test new evaluation tools and materials for statewide planning.

Program Oversight (15%)

- Direct the work of staff related to local, state and national training and technical assistance activities.
- Market training programs, recruit new participants, troubleshoot and problem solve issues, and train, coach and mentor community educational professionals.

About the Department:

The Institute on Community Integration (ICI) is a federally funded center within the College of Education and Human Development. ICI's mission is to improve policies and practices to support the community inclusion of individuals with disabilities through collaborative research, training, and information sharing.

How to Apply:

Applications must be submitted online at <http://humanresources.umn.edu/jobs>. To be considered for this position, please click the Apply button and follow the instructions. You will have the opportunity to complete an online application for the position and attach a cover letter and resume. Additional documents may be attached after application by accessing your "My Activities" page and uploading documents there.

Please include a 1) current resume, 2) cover letter, 3) names and contact information of three references, 4) a transcript showing highest degree earned, and 5) a brief sample of professional writing ability.

For questions, contact Jean Echternacht, Search Committee Chair, 612-625-5322 or nessx008@umn.edu.

This position will remain open until filled.

Background Check Information: Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

Diversity: The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

The University of Minnesota, Twin Cities (UMTC)

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.