

Education Developer

JOB FAMILY DEFINITION

This classification falls within the Education Job Family encompassing a range of work in which incumbents are responsible for developing and providing judicial branch education, conference and event program content, and course facilitation using best practices in adult education, learning theory, delivery modalities, and curriculum design. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing journey-level curriculum design and content development for live education, on-line, and other distance learning courses.

DISTINGUISHING CHARACTERISTICS

The Education Developer is distinguished from the Senior Education Developer in that it is focused on the technical and coordination aspects of curriculum design, program production, and content delivery in a collaborative role with subject matter experts and/or Senior Education Developers. The Education Developer handles less complex projects and general technical and/or business training.

The Senior Education Developer is viewed as a subject matter expert and statewide resource with unique and specialized knowledge in multiple areas of education development including, but not limited to, adult learning modalities, adult learning theory, education planning and delivery methods, and curriculum design. The Senior Education Developer may serve as staff to Judicial Council advisory bodies involved in education planning and/or performs needs assessments, develops and directs faculty, provides expert consulting, and coordinates large-scale statewide programs and educational partnerships with other judicial branch entities.

The Education Developer classification requires the consistent exercise of discretion and judgment, to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Designs, plans, develops, and/or delivers training and education products both live and on-line; and collaborates with content experts, web designers, and others, as assigned.
- Develops, writes, and maintains training curricula and training plans, as assigned.
- Develops job aids (technical resources) independently, and in collaboration with content experts.
- Develops content for distance-learning broadcasts; assists in creating broadcasts; and monitors distance-learning educational broadcasts, as assigned.
- Assists and supports faculty; advises on broadcast development process and theory of adult learning and instructional design, as assigned.
- Develops and delivers training within the judicial branch.
- Researches, writes, and updates web courses, as assigned; hosts on-line web conferences using web conferencing software; and provides technical assistance to participants, as assigned.

- Analyzes and troubleshoots educational software products.
- Maintains event calendar, web pages, and educational announcements, as assigned.
- Facilitates meetings and conference calls.
- Disseminates training materials.
- Distributes training evaluations and compiles results.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific education development tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, and three (3) years of professional experience in curriculum design/development, instructional materials design and adult education. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Juris doctor or master’s degree in education.

OR

Two years as an Associate Analyst with the Judicial Council of California performing education-related duties or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Principles and methods of adult education theory and practice;
- Principles and practices of curriculum and instructional design;
- Principles of distance education development;
- Group process and basic communications theory;
- Software used in producing and delivering web-based and other distance education materials and events;
- Best practices and emerging technologies;
- Proofreading and editing;
- Research methods for developing courses and curricula;
- Web and graphic design, as assigned;

- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Collaborating with content experts;
- Creating and facilitating learning opportunities;
- Delivering presentations;
- Facilitating group process;
- Critically analyzing information;
- Proofreading and editing text for grammar and voice;
- Creating audio, video, and web-based media products;
- Learning new education technology;
- Organizing tasks, meeting deadlines, and prioritizing competing demands within assigned projects;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*