

## **Education Supervisor**

### **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**

This is a professional level supervisory class. Incumbents, as assigned, are responsible for providing day-to-day supervision of three or more Judicial Council staff, including a minimum of two exempt-level staff, engaged in the design and delivery of education curriculum/content, facilitation of distance education and providing support to Judicial Council leadership and education-related advisory bodies.

### **DISTINGUISHING CHARACTERISTICS**

The Education Supervisor class is distinguished from other classifications in the Education Job Family in that it supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of, hiring and disciplinary decisions. An incumbent in this position exercises considerable independent judgment in establishing policies, procedures, and standards for education services, programs, and processes.

### **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.)*

- Supervises the day-to-day activities of education development; reviews and approves work products, curricula, development plans, course outlines, faculty development programs, presentations, and associated training materials; develops, recommends, and implements operating policies and practices; and develops, recommends, and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations; and administers discipline, as required.
- Represents the Judicial Council in key stakeholder meetings; collaborates with stakeholders to ensure a high level of customer service.
- Responds to questions and makes presentations to branch leadership, as well as representatives from the Executive and Legislative branches of government and other key criminal justice partners.
- Assists leadership in developing education and training priorities; assists with the strategic planning process and plan development.
- Monitors and approves expenditures.
- Oversees unit procurement processes in collaboration with Business Services.
- Implements performance management, quality assurance, and oversees attainment of service level standards.

- Reviews and evaluates the effectiveness of training, training modalities, educational programs, curricula, and conferences.
- Serves as subject matter expert; develops and delivers training within the judicial branch.
- 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 and supervisory 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 five (5) years of professional experience in curriculum design/development, instructional materials design, and training delivery, which includes one (1) year of prior supervisory experience and subject matter expertise in assigned area. *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, and two (2) years of experience as identified above, including one (1) year of prior supervisory experience.

OR

One (1) year as a Senior Education Developer or other level (C43) class, or three (3) years as an Education Developer or other level (C42) class with the Judicial Council of California or one year (1) of experience performing the duties of a class comparable in the level of responsibility to that of an exempt-level Senior Education Developer, or three (3) years as an exempt-level Education Developer, in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

**LICENSING AND CERTIFICATIONS**

- None

**KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Business methods, principles, and practices;
- Principles and methods of adult education theory and practice;
- Principles and practices of curriculum and instructional design;
- Principles of broadcast and webinar development;

- Group process and communications theory;
- Principles and methods of access, fairness, and diversity in education;
- Strategic planning for education;
- Project management principles;
- Research methods for developing courses and curricula;
- Best practices and emerging technologies;
- Principles and practices of group facilitation and building consensus;
- Principles and techniques of preparing effective oral presentations;
- Leadership principles;
- Software used in producing and delivering web-based and other distance education materials and events;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

### **SKILL IN**

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff;
- Facilitating group discussions and building consensus via persuasive reasoning;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Providing critical thinking;
- Developing and implementing goals, objectives, policies, procedures, and work standards;
- Overseeing quality assurance activities;
- Providing project management, organization, and logistics;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Monitoring and researching industry trends, solutions, and best practices;
- Consulting;
- Analyzing and assessing educational needs;
- Providing strategic thinking;
- Creating and facilitating learning opportunities;
- Delivering presentations;
- Facilitating group process;
- 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, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves

sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.*