

Job Class Profile: Program Development Specialist (Education)**Pay Level: CG-41 Point Band: 950-993**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	2	5	7	6	6	1	2	
Points	327	100	13	24	210	130	124	21	21	970

JOB SUMMARY

The Program Development Specialist (Education) provides professional education work in providing school boards with consultative, leadership and technical assistance in various specialized educational services provided by the Department of Education. Work is found in program areas such as Student Guidance, Special Education, Visual Impairment, School Libraries and School Attendance. Work involves providing promotional, developmental training, maintenance and monitoring services to school board and other educational officials.

Key and Periodic Activities

- Plans, organizes and advises provincial educational and school board officials as well as local school administrators, principals and teachers in the overall development and operation of specific program activities; organizes, directs and participates in workshops and in-service training.
- Monitors activity in field of specialization; develops, assesses and reviews procedures and methods used and makes recommendations based on findings.
- Represents the Department of Education on various Boards, Committees and working groups concerned with appropriate development and improvement of services.
- Assesses specific program activities which are being used in the province against provincial and national standards; revises existing policy and procedures and recommends to departmental officials areas of needed improvements; ensures that existing policies and procedures are being adhered to.
- Encourages school boards, teachers and other personnel to make maximum and effective use of existing resources available; collects and maintains statistics, information and data on overall program operations which is used for distribution and decision-making purposes.

SKILL**Knowledge****General and Specific Knowledge:**

- Statistical analysis

Formal Education and/or Certification(s):

- Minimum: Graduate degree in related field

Years of Experience:

- Minimum: 3 years experience as a teacher

Competencies:

- Research skills
- Computer skills
- Report writing
- Presentation skills

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from others regarding specific program areas; asking questions to gather program specific information and data for statistical purposes; providing routine and complex information and direction to teachers, principals and school board staff; gaining the cooperation of others to complete work, address issues and/or solve problems and providing expert advice to school board and other educational officials.
- Communications occur with employees within the immediate work area and throughout the department and outside the organization including supervisors and managers; teachers, principals and school board staff as well as with representatives from professional associations and internal/external subject matter experts.
- Most significant contacts are with the supervisor/manager, teachers, principals and school board staff and subject matter experts.

EFFORT

Physical Effort

- Work demands do not typically result in fatigue, requiring periods of rest.
- Lifting and moving of objects weighing less than 10 lbs occurs regularly.
- Sitting is required to conduct computer based research.
- Standing and walking are required to conduct presentations and participate in workshops and in-services.
- Fine Finger or precision work is required to operate a computer.

Concentration

- **Visual concentration** is required to maintain the accuracy of statistical analysis and to assess specific program activities.
- **Auditory concentration** is required to encourage school boards, teachers and other personnel to make maximum and effective use of program resources available.
- **Time pressures and deadlines** exist to monitor activities within the field of specialization; develops, assesses and reviews procedures/methods used and makes recommendations based on data collected.
- **Eye hand coordination** is required to operate a computer.
- **Exact results and precision** is required to maintain statistics, information and data on overall program operations which are then used for distribution and decision making purposes. Also

required to assess specific program activities against provincial and national standards and to ensure existing policies and procedures are being adhered to.

Complexity

- Work involves a series of tasks and activities which are quite different but allow for the use of similar skills and knowledge.
- Typical challenges relate to the provision of promotional, developmental training, maintenance and monitoring of specialized educational services.
- Monitors activity in field of specialization; develops, assesses and reviews procedures and methods used and makes recommendations based on findings.
- References available include provincial and national standards relevant to the specific program areas; departmental policies and procedures and supervisors and managers.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed with considerable professional independence and general activities are reviewed by a superior through periodic discussions and analysis of reports.
- Assesses specific program activities which are being used in the province against provincial and national standards; revises existing policy and procedures and recommends to departmental officials areas of needed improvements; ensures that existing policies and procedures are being adhered to.
- Supervisory approval is required for travel requests.

Impact

- Results of work tasks and activities are directly felt within the immediate work area, department and on school board staff, principals and teachers and typically impact information, material resources and processes and systems related to specific program areas.
- Consequences of mistakes or errors are directly felt within the immediate work area and on educational staff involved in specific program areas and typically impact program information including data and statistics on operations as well as program activities.
- Mistakes or errors could lead to inaccurate assessments of program activities in relation to provincial and national standards; poor decision making based on inaccurate information and impact the specialized educational services provided by the Department of Education.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Organizes, directs and participates in workshops and in-service training to educational staff involved with specific program areas.

WORKING CONDITIONS

Environmental Working Conditions

- No special precautions or safety equipment required.
- No likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or

occupational illness resulting in partial or total disability.
— Exposure to computer glare and occasionally required to travel.