

Job Announcement: Education Program Specialist

The Ohio Department of Education, Office of Nonpublic Educational Options, is seeking an Education Program Specialist to provide technical assistance to private school administrators seeking a charter from the State Board of Education. The successful candidate will ensure compliance for chartered and non-chartered private schools and serve as the home school liaison for parents and district administrators.

Major Responsibilities & Duties:

Under the direction of the Assistant Director of Nonpublic Educational Options, provide technical assistance and guidance to chartered nonpublic schools, registered non-chartered non-tax supported schools, and support home school families:

- Researches all operations related to chartered nonpublic schools, non-chartered non-tax supported schools, and home school programs and provides technical assistance to customers;
- Assists with the determination and implementation of program policies and procedures (e.g., compliance with state standards, deadlines, application process, issuance of a charter to operate, visitation schedules, responses to inquiries);
- Interprets for customers and parents state statutes for relevant programs;
- Improves program administration and client satisfaction through surveys and other processes;
- Periodically conducts site visits of participating schools;
- Prepares reports on school compliance with regulations;
- Assist with conducting quarterly meetings with the Superintendent's Nonpublic Advisory Committee;
- Responds to inquiries from school personnel, students and families, and the general public.
- Develops and updates office communications (e.g. newsletters, FAQs, forms, surveys, web content, etc.) for internal and external (schools, families, students, etc.) stakeholders;
- Serves as a liaison between specified offices within ODE (e.g., Office for Curriculum and Assessment, Office of Educator Licensure, Office of Communications & Outreach, Office of Information Technology).
- Conducts workshops regarding nonpublic and home school regulations and guidance.

Minimum Qualifications:

Completion of a graduate core program in one of the following areas (i.e., education, social sciences, public administration, psychology, organizational development, public policy); **and 3 years demonstrated experience including at least three of the following to include 2 years demonstrated experience in student level curriculum and assessment working in an educational setting:**

- Demonstrated experience in curriculum design or mapping in K-12 education
- Lead project work designing curricular and assessment materials for K-12 education
- Classroom instruction, administrative, or accreditation association experience
- Managing organizational best practices & initiatives to ensure compliance, sustainability, and viability of school choice options (i.e., private schools and home schools)
- School turnaround initiatives focused on increasing student performance working for a public or private school in Ohio
- Evaluation & research which may include internet, database, and publication focused on student-driven learning

OR Completion of an undergraduate core program in one of the following areas (i.e., education, social sciences, public administration, psychology, organizational development, public policy); **and 4 years demonstrated experience including at least three of the following to include 2 years demonstrated experience in student level curriculum and assessment working in an educational setting:**

- Demonstrated experience in curriculum design or mapping in K-12 education
- Lead project work designing curricular and assessment materials for K-12 education
- Classroom instruction, administrative, or accreditation association experience
- Managing organizational best practices & initiatives to ensure compliance, sustainability, and viability of school choice options (i.e., private schools and home schools)
- School turnaround initiatives focused on increasing student performance working for a public or private school in Ohio
- Evaluation & research which may include internet, database, and publication focused on student-driven learning

OR 6 years demonstrated experience including at least three of the following to include 2 years demonstrated experience in student level curriculum and assessment working in an educational setting:

- Demonstrated experience in curriculum design or mapping in K-12 education
- Lead project work designing curricular and assessment materials for K-12 education
- Classroom instruction, administrative, or accreditation association experience
- Managing organizational best practices & initiatives to ensure compliance, sustainability, and viability of school choice options (i.e., private schools and home schools)
- School turnaround initiatives focused on increasing student performance working for a public or private school in Ohio
- Evaluation & research which may include internet, database, and publication focused on student-driven learning

Additional Information:

- Starting compensation for this position is \$26.30 hourly/\$54,704 annually with the opportunity to advance in pay after 6 months.
- Requires travel throughout State of Ohio & may require overnight stay. Occasional evening or weekend hours might be required. (Must be willing & able to secure a valid Driver's License OR supply your own transportation).

All qualified candidates should apply at www.careers.ohio.gov no later than **September 10, 2017**.

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.