

**Class Code: .0919; 0920**  
**Position # (PSA)....**  
**Developed by:.....DB**  
**Reviewed by:..... SG**  
**Approved by:.....LK**  
**Date:..... 6/06**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist I/II, School of Education

**DIVISION:** School of Education (CHSS)

**REPORTS TO:** Director School of Education

**GRADE:** 10/12

**SUPERVISES:** May supervise support staff and students providing training, evaluation and outcomes support within the School of Education.

**BASIC FUNCTION:**

Work with Director of School of Education, program teams, educators, schools, local, state and national social service and policy agencies, and the general public to develop and enhance the development of educators; provide training and technical assistance in the process of outcomes assessment and professional development; provide liaison and coordinate functions for these outreach and academic initiatives; provide leadership in the conduct and development of reports for state and federal accountability requirements per accreditation mandate, and in the integration of applied research activities of the School of Education and its academic programs; implement and manage student outcome and data collection objectives; engage in proposal and report writing for funding agencies and appropriate collaborating audiences.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide leadership and coordination to School of Education efforts to create an outcome based assessment system with schools and districts for teacher education and provide support for ongoing professional development activities for candidates and educators.

Develop and provide training materials and products relating to the Unit Assessment System, student outcome initiative, and objectives.

Using design, layout, and content development software, produce desktop publications material, data-analysis and data organization, compiling and reporting.

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Provide data management support for newly-designed and implemented Unit Assessment System, which requires the collection, aggregation, and reporting of each Teacher Education program's candidate performance data. These tasks requires assisting the School of Education in the design of a management plan, and then, maintaining the system, using it to provide useful, meaningful reports with data to guide program revisions.

Assist in the collection, analysis and reporting of quantitative and statistical data related to Federal accountability data (e.g., Title II), American Association of Colleges for Teacher Education (AACTE) and National Council for Accreditation of Teacher Education (NCATE) yearly reports and program continuation.

Assist in the collection, analysis and reporting of quantitative and statistical data related to outcomes and student assessment (e.g., True Outcomes URI's electronic assessment system or other candidate data management systems).

In the aforementioned areas, provide training and consultation, data collection, program development and project management with particular attention to timelines, accuracy and dependability.

Schedule and coordinate/execute programmatic training and academic program-related efforts for internal development, and participate in the development of outcomes-based program products, reports, and proposals for such applied, quantitative and qualitative research and academic initiatives.

Coordinate appropriate program work and documentation as assigned by the Director School of Education. Assist in completion of all required reports and related activities.

Implement/manage professional development objectives for certified educators.

As determined by experience and ability, be involved in the development of materials for professional development and/or leadership on partnership and other professional development activities and related teacher mentoring, professional development, and academic offerings, and/or in the development and leadership of School of Education and funded research initiatives to integrate technology into teacher education and professional development.

As determined by the Director, be involved in assisting the Director in an administrative support role for the School of Education or University entities and others associated with the School of Education and teacher certification.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop and coordinate training sessions and conferences at statewide and at multi-state sites.

Assist with the planning and development of funded projects and professional development programs.

Develop and provide leadership and consultation on technology initiatives and training.

Perform other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software, graphic software and reporting, presentation development and software. Apple and IBM operating software systems, software, their maintenance, related applications.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** For appointment at Specialist I level: bachelor's degree in sociology, psychology, education, library science, other social sciences, computer systems-related field and/or organization, behavior and change-related fields and five years of relevant experience, or master's degree in previously listed fields and one year relevant experience required. For appointment at Specialist II level: master's degree in sociology, psychology, education, library science, other social sciences, computer-systems related field and/or organization, behavior and change-related fields, plus three years' relevant experience, or bachelor's degree in previously listed fields plus eight years of significant, relevant experience required. Experience at both levels must include: demonstrated accomplishment, skills and substantial experience in making studies and analyses of outcome data, and in the development of training materials/activities; successful experience in working with the public and educational professionals, and/or higher education, private sector agencies, and organizations; demonstrated excellence in the integration of technology into assessment system, outcomes assessment of objectives for K-12 educators; prior experience in the conduct and development of reports for state and federal accountability requirements per accreditation mandate; knowledge of National Council for the Accreditation of Teacher Education (NCATE) standards and accountability requirements for state-approved educational programs; experience using database reporting tools and query tools; ability to interface between multiple databases; experience with web-based applications, electronic portfolio systems, (e.g., True

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Outcomes, FrontPage, File Maker Pro and PeopleSoft applications); excellent analytical skills; strong interpersonal skills; excellent verbal and written communication skills; ability to work under tight deadlines; ability to work at both the Kingston and Providence campuses, and to travel independently between the two campuses. May require state travel. Must be comfortable with and demonstrate strong support skills in outcomes development. **Preferred:** Master's degree in education; strong graphical and social science statistical/research skills; experience working with culturally diverse populations; expertise to ensure outcomes-based assessment of candidates' completion of state and national standards.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**