JOB TITLE:
Education Specialist V

JOB #:
1969

DIVISION:
Education Services Division

HIRING SALARY:
$50,291.00 annualized

FIRST REVIEW DATE:
March 17, 2015

CLOSING DATE:
All positions are open until filled.

POSITION SUMMARY:
In order to maximize the quality and impact that Arizona’s Judicial Branch has on the communities it serves, the Arizona Supreme Court has demonstrated a commitment to providing its employees the highest quality education and training programs possible. The Education Services Division serves as the primary coordinating unit to service this need, including for judicial officers, court staff, and probation officers throughout the state. By utilizing cutting-edge adult education theory and practice, and through a variety of educational modalities (e.g. in-person sessions, DVD's, computer-based trainings, live broadcasts, etc), the Division directly provides and indirectly supports the education and training requirements for a broad audience with diverse needs.

This position trains experienced and newly-hired adult and juvenile probation officers at our state-of-the-art training facility in Phoenix. This entails managing and developing curricula grounded in adult learning theory, while utilizing the latest research on effective supervision practices. In addition to serving as faculty for the Probation Certification Academy, the Intensive Probation Institute, Faculty Skills Development, Motivational Interviewing, and other related education programs, the position is also responsible for establishing, creating and revising program materials, proctoring examinations, investigating alternative delivery methods, working closely with and through a committee structure, other divisions, judges, lawyers and probation chiefs.

MINIMUM REQUIREMENTS:
This position requires a Bachelor’s degree in criminal justice, public administration, judicial administration, educational leadership, or a related field, and 3 years experience in training, probation, parole, community corrections or a related field. Directly related experience may substitute for the degree requirement.

The desired candidate must have experience working with committees and leading workgroups developing and providing training programs for adult learners, developing distance learning programs, and managing large projects; possess experience and knowledge gained from working in probation, juvenile detention, or community supervision; and possess knowledge of probation or juvenile detention supervision in areas such as evidence based practices, treatment, mental health, sex offenders, case management, motivational interviewing, and court processes. The desired candidate must also possess the skills and ability to train large diverse groups, manage professional attendees and lead committees; as well as the ability to write and edit at a professional level in accordance with national standards and have excellent verbal communication and leadership skills.

A Master’s degree and/or knowledge of management practices as they relate to probation or prior experience supervising probation officers is preferred.

Travel level: up to 25%.

SELECTION PROCESS:
Some positions may take 4-6 weeks to fill. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The Selection Process may include first and/or second round panel interviews. This is a Regular, Full-time, exempt level position. This position is open for internal and external recruitment.
The Arizona Supreme Court is an EOE/ADA Reasonable Accommodation Employer