

Court Education Professional

[> Click Here for Further Information <](#)



Where is AOC Located?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

POSITION: Court Education Professional

SALARY: \$49,368 TO \$64,740 per year DOQ

LOCATION: Olympia, Washington

OPENS: November 26, 2013

CLOSES: December 17, 2013

Court Education Professional Job Overview

- Reports to the Trial Court Services and Judicial Education (TCS&JE) Manager and provides professional education services to the Washington court community.
- Responsible decision making is expected within the scope of projects and responsibilities as defined by the TCS&JE Manager. Work is performed in collaboration with members of the court community and Administrative Office of the Courts staff.
- As an Education Professional this position may assign and/or review the work of Education Assistants and clerical staff for specified assignments, programs and projects.
- Work is performed independently at an expert level of professionalism exercising independent judgment and decision making within specified areas of responsibility.

Key Responsibilities

- Responsible for conducting education needs analysis and defining the content and delivery for education programs, individual training courses, and general education support to the Washington courts community.
- May produce webinars or on-line tutorials.
- As subject matter expert on the development and delivery of adult education, is responsible for working with education committees to provide professional delivery modalities of education programs and individual training classes.

Court Education Professional

AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

Key Responsibilities (continued)

- Utilizes adult education theory while working with education committees to develop course content and delivery.
- Creates and maintains a resource library of relevant teaching materials, exercises, and online training resources used in the delivery of education programs and training courses.
- Provides guidance and direction to Education Assistants to secure appropriate facilities for education programs, training courses, and events.
- Provides professional on-site support at education sessions, programs, and conferences as assigned.
- Performs other duties as assigned.

NOTE: There are limited teaching opportunities. This position utilizes adult education theory to assist judicial and administrative education committees in developing course content and delivery.

Key Competencies

Demonstration of expert knowledge, skills and abilities in the following areas:

- Adult learning theory and application
- Development of on-line education and tutorials
- Instructional design
- Independent design and delivery of projects and programs from inception through implementation
- Strong interpersonal skills to work effectively and collaboratively with internal and external clients
- Effective use of production and educational software and hardware tools
- Rapid learning and adaptation to new technology
- Professional rapport with members of the Washington court community
- Clear and appropriate verbal and written communication

Court Education Professional	
<p>Send materials to: Submit materials by email, fax, or postal service to: Washington State Administrative Office of the Courts Attention Human Resources Office 1206 Quince St SE P.O. Box 41170 Olympia, WA 98504-1170</p> <p>email: Employment@courts.wa.gov or fax 360-586-4409.</p> <p>Application materials will be screened for the purposes of determining who will be selected for an interview.</p> <p><i>The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.</i></p> <p><u>SPECIAL NOTE:</u></p> <p>All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.</p>	<p><u>Key Competencies (continued)</u></p> <ul style="list-style-type: none"> • Determination of appropriate methods and timelines necessary to achieve a stated purpose • Develop appropriate project plans and action steps to meet objectives • Learn and implement new concepts, adapt to change, communicate policies and procedures • Professional instruction and curriculum development • Work independently and cooperatively • Maintain effective relationships • Organize multiple tasks and priorities • Recognize and resolve conflicts • Work effectively with persons of differing abilities and skill levels • Analyze and interpret complex issues <p><u>Qualifications</u></p> <p>A Bachelor's degree in education or closely related field AND;</p> <p>Demonstration of two (2) years of progressively responsible related experience in education.</p> <p>A combination of education and experience demonstrating a working knowledge and global understanding of education methodology, program/project coordination, and/or court business practices, may be substituted for education and/or experience requirements.</p> <p>To be considered for this position, please submit:</p> <ul style="list-style-type: none"> • A cover letter specifying how you meet the qualifications of the position (no more than two pages). • A chronological resume including: <u>dates and total months/years in each position held for each previous employer.</u> • Completed AOC application form.