



Washington Courts Employment Opportunity

Administrative Office of the Courts

COURT EDUCATION PROFESSIONAL

Court Services Division/Court Education Services

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

Job #: 2021-75
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: Range 58: \$58,260 - \$76,416 annually (DOQ)
Opens: October 12, 2021
Closes: Open until filled; AOC reserves the right to close the recruitment at any time.

The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

Note: All AOC employees must be fully vaccinated against the COVID-19 virus by November 1, 2021. Please note that any offer of employment is contingent upon the candidate providing verification of their vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until the candidate has either verified their vaccine status or having an approved accommodation.

POSITION PROFILE

The Administrative Office of the Courts (AOC) seeks a skilled and creative professional to help guide stakeholder groups in developing excellent statewide education programs and services for judges, clerks, court administrators and other court system personnel through live conferences, webinars, self-paced tutorials, recorded programs and other means. This is a unique opportunity to work in a friendly and collaborative professional environment to provide initial and ongoing education that is essential to a well-functioning justice system in Washington.

This position works with and supports court level education committees on the development and delivery of online and in person educational programs. The Court Education Professional (Professional) helps identify educational needs, guides and/or develops course content and educational materials, consults with faculty, and provides onsite support.

The Professional works with subject matter experts to coordinate and design and produce synchronous and asynchronous effective online education and training for court system personnel. The AOC is implementing a Learning Management System (LMS) and the Professional will coordinate the design and implementation of all online programs with the AOC Distance Learning Coordinator. The Professional organizes and implements in person education programs by securing appropriate facilities for programs, creating materials, coordinating presenters and participants, applying effective adult learning principles and techniques to program development, and providing onsite support as needed (e.g. audio-visual set-up and support, material dissemination, etc.), and other administrative logistics.

Work is performed in collaboration with members of the court community (judicial officers, clerks, administrators and court personnel at all levels of the court), Court Technology Educators, and other Administrative Office of the Courts (AOC) staff.

DUTIES AND RESPONSIBILITIES

- Develops and designs curriculum for educational programs and individual training courses to meet identified learning goals and objectives.
- Provides professional support to committees as a subject matter expert on the development and delivery of adult education programs and/or presentations.
- Provides staff support to educational committees working on behalf of professional organizations within the Washington court community.
- Coordinates educational programs/services in cooperation with the AOC, education committees, and faculty or presenters.
- Conducts education needs analysis to define the appropriate content and delivery methods for education programs, individual training courses and general education to the Washington courts community.
- Produce curriculum for webinars or on-line tutorials.
- Works with statewide education committees to develop and provide effective professional education programs and individual training classes using multiple delivery modalities.
- Uses sound adult education principles and practices to guide education committees in the development of 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.
- Provides guidance and direction to Event Coordinator to secure appropriate facilities for education programs, training courses, and events.
- Implements education programs including the creation of materials, and coordination of presenters, participants and other administrative logistics.
- Provides professional on-site support at education sessions, programs, and conferences as assigned (e.g., audio-visual set-up and support, material dissemination, etc.).
- Evaluates faculty performance after each program and provides appropriate feedback.
- Understand and utilizes current trends in continuing professional education, best practices, and best techniques to engage audiences.
- May conduct skill development training for faculty members with an emphasis on adult learning techniques.
- Performs other duties as required.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#). (Use this version if the manager really deviates from the job description.)

REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree in Education or a closely related field; **AND**
- Two (2) years of progressively responsible related experience in Adult Education.

A combination of education and experience demonstrating a working knowledge and global understanding of education methodology may substitute for education and/or experience requirements.

Must be willing to travel. This position requires periodic travel to support programs in various parts of the state for up to one week at a time.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Professional experience as an adult education expert.
- Experience in creating/producing webinars, online tutorials, teaching materials, and presentations.
- Experience administering or producing content in a Learning Management System.
- Two years' experience in the development of online education.
- One years' experience with the ZOOM platform.
- One years' experience with Articulate software.
- Experience in conducting educational needs analysis.
- Experience in skill development training for faculty with an emphasis on adult learning techniques.
- Experience in designing curriculum for educational programs and individual training courses to meet identified learning goals and objectives.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**
3. **Resume (chronological)**

A chronological resume must be submitted as a supplement; but is not a substitute for a fully completed application.

The Judicial Branch/AOC Application for Employment can be found at <https://www.courts.wa.gov/employ/Application.pdf>, under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

Please email all application materials to: employment@courts.wa.gov in a PDF format (Word documents are also accepted).

Application materials will also be accepted by regular mail or by fax:

**Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170**

Fax number: (360) 586-4409

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) 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.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-

life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation, and Benefits.