

COURT EDUCATION PROFESSIONAL

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Exciting Career Opportunity!

BENEFITS OF WORKING FOR AOC

- ◆ 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
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

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.

SALARY: \$52,788 to \$69,240 per year DOQ

LOCATION: Olympia, Washington

OPENS: July 11, 2017

CLOSES: July 31, 2017

POSITION PROFILE

Provides professional education services to the Washington court community by assisting with the development, implementation and support of education programs.

The incumbent is an expert level professional who exercises independent judgment and decision making within the general scope of projects and responsibilities defined by the program lead or Court Services Division Director.

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

This position may assign and/or review the work of Event Coordinator and clerical staff for specific assignments, programs and projects.

DUTIES AND RESPONSIBILITIES

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 outside 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.

Develops and designs curriculum for educational programs and individual training courses to meet identified learning goals and objectives.

May 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.

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.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

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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.).

Provides professional support to committees as subject matter experts on the development and delivery of adult education programs and/or presentations.

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.

Knowledge, Skills and Ability

- Expert knowledge of adult learning theory and application
- Skill in development of on-line education and tutorials
- Skill in instructional design, curriculum development and instruction
- Ability to effectively use production and educational software and hardware tools
- Knowledge of Washington State court community educational needs
- Ability to understand customer expectations and deliver work products meeting those expectations
- Ability to earn the trust, respect, and confidence of coworkers and members of the Washington court community and effectively collaborate with them through consistent honesty, forthrightness and professionalism in all interactions
- Ability to recognize and resolve conflicts
- Ability to communicate clearly and appropriately both verbally and in writing
- Ability to form effective project plans and achieve them through the use of objectives, timelines, action plans and solutions
- Ability to independently design and deliver projects and programs from inception through implementation

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.

SPECIAL NOTE:

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.

Application materials will be screened for the purposes of determining who will be selected for an interview.

- Ability to prioritize and effectively manage time and resources in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work
- Ability to analyze and understand complex issues, evaluate, and efficiently develop recommendations and options
- Ability to multi-task and effectively work on multiple projects simultaneously
- Ability to rapidly learn and adapt to new technology
- Ability to learn and implement new concepts, adapt to change

QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in education or closely related field;

AND

Two years of progressively responsible related experience in 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 PREFERRED CANDIDATE WILL HAVE

- ◆ Expert knowledge of adult learning theory and application
- ◆ Knowledge of Washington State court community educational needs
- ◆ Ability to understand customer expectations and deliver work products meeting those expectations
- ◆ Ability to prioritize and effectively manage time and resources in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work
- ◆ Ability to analyze and understand complex issues, evaluate, and efficiently develop recommendations and options

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at www.courts.wa.gov/employ, then click on Current Openings link, go to bottom of page).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170