



## Administrative Office of the Courts

### Job Description

<b>Job Title:</b>	<b>Judicial Branch Education Director</b>	<b>Grade:</b>	GS10
<b>Division:</b>	<b>Legal Division</b>	<b>Revision Date:</b>	June 4, 2020

#### POSITION SUMMARY:

The Judicial Branch Education Director is primarily responsible for developing, managing, and evaluating both judicial and public education programs. This position is responsible for activities involving the continuing education of Arkansas court personnel and all educational public outreach programs administered by the Judicial Branch through the Administrative Office of the Courts. This position is in the Legal Division and is directly responsible to the Director of the Legal Division. The Judicial Branch Education Director supervises two program coordinators (the Judicial Education Specialist and the Public Education Coordinator) and one administrative assistant.

#### JOB DUTIES:

1. Development and implementation of effective education programs for the judiciary and court personnel, including:
  - A. Working as an ex officio member of various constituency committees to plan programs
  - B. Developing needs assessments
  - C. Developing curriculum for all programming
  - D. Recruiting and training faculty
  - E. Analyzing evaluations; creating learning objectives
2. Development of public education exhibits, projects, and programs including but not limited to:
  - A. Production of the *Appeals on Wheels* program
  - B. Production of the Judiciary Annual Report
  - C. Maintenance of existing public education documents
  - D. Public outreach event planning and group tours of the Justice Building
3. Budget development, analysis, administration, and monitoring.
4. Supervision of education division.
5. Reviewing, submitting, and monitoring grants.
6. Monitoring an out-of-state education budget and subsequent programs for judges.
7. Teaching courses.
8. Supervising the production of video and web-based learning tools for inclusion in a learning management system.

#### QUALIFICATIONS:

A juris doctor or graduate degree in English, Legal Studies, Education, Communication, Public Administration, Political Science, Business Management, Judicial Administration or related field is required. Five years of equivalent management experience is desirable.

#### *Knowledge, Skills, Abilities*

- Knowledge of education theory and management principles.
- Knowledge of Arkansas court systems and the constituent stakeholders.
- Proficiency in editing grammar, punctuation, and spelling.
- Ability to provide direction and leadership to office staff.
- Ability to work with budgets.
- Ability to provide a vision for education programs.
- Interpersonal communication skills.
- Organization skills.

Last Updated By:	G. Barham	Date:	June 4, 2020
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