

**Education Specialist
Oklahoma Association of School Business Officials
(OKASBO)**

I. SUMMARY OF POSITION

The Education Specialist is a support position and an integral part of the organization of the Oklahoma Association of School Business Officials (OKASBO), an affiliate of the Association of School Business Officials International.

The Education Specialist is responsible for the effective management and operation of the Oklahoma ASBO Institute of School and Finance (OISBF). This position plans and schedules classes and workshops for the OKASBO/OISBF. The specialist will secure all resources for the classes and workshops. The specialist will monitor and maintain classes and workshops by checking registration. The Education Specialist will supervise/oversee the presenters directly involved with their classes and workshops for effectiveness.

II. REPORTING RELATIONSHIP

The Education Specialist shall report to the OKASBO Executive Director.

III. EDUCATION AND QUALIFICATIONS

- Bachelor's degree preferred
- Knowledge and interest in school business.
- Knowledge of school laws and State Department of Education regulations
- Experience in computer office systems and telecommunications
- Strong interpersonal skills including the ability to communicate effectively verbally and in writing

IV. SPECIAL KNOWLEDGE, SKILL OR ABILITY:

- Excellent organizational skills
- Critical thinking skills
- Problem-solving skills
- Detail oriented
- Ability to effectively interact with diverse industry professionals
- Ability to work in a team
- Satisfactory personal conduct and integrity
- Reliable, dependable, and punctual attendance

V. SPECIFIC RESPONSIBILITIES

- A. Plan and organize OISBF workshops each year including selecting workshop sites; identifying and coordinating needs with workshop sites; organizing and preparing registration, professional development certificates, and agenda printing; and obtaining presenters.
- B. Assisting the Executive Director in planning and organizing two conferences each year; identifying and coordinating needs with the conference center; obtaining keynote speaker; organizing and preparing registration, professional development certificates, and program

- printing; collecting/receipting/depositing registration fees; as well as assisting Committee members with developing programs and obtaining presenter.
- C. Plan and organize the Financial Assistance Program workshops and additional training workshops approved by the Board of Directors including registration; scheduling meeting sites; obtaining presenters; and preparing agendas and certificates.
 - D. Focuses on being a leader within the organization through personal accountability, active problem solving, and positive forward-thinking.
 - E. Recommends new approaches, policies, and procedures to effect continuous improvements in services to customers.
 - F. Researches and develops proposals for annual curriculum plans and courses in cooperation with the executive director, board of directors, OKASBO committee chairpersons, regulatory agencies, and business and industry representatives.
 - G. Assists presenters and coordinates with others in the utilization of technology tools and methods, use of instructional software including Learning Management Systems, and effective uses of multimedia for professional development.
 - H. Collaborates with the executive director, board of directors, OKASBO committee chairpersons, and presenter to design and produce learning materials in a variety of formats including print, graphics, audio, video, and multimedia to support teaching, learning, and information needs.
 - I. Assists faculty in designing, developing, and organizing competency/performance-based courses and curricula, based on occupational demand and industry standards.
 - J. As technology and software development products advance, explore and make recommendations for multimedia software for use by presenters and others in OKASBO.
 - K. Provides professional and technical support and training to faculty and staff.
 - L. Performs other duties as assigned.

VI. TERMS OF EMPLOYMENT

The Education Specialist shall be employed by the Board of Directors. Services can be terminated by action of the Board or by recommendation of the Executive Director. The term assignment schedule is July 1 – June 30.

Salary range is \$35,000.00 - \$55,000.00 annually. Salary set by the Board of Directors.

VII. EVALUATION

The Education Specialist shall be evaluated annually by the Executive Director and employment considered for the ensuing year.