JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD

POSITION TITLE: JUDICIAL EDUCATOR
POSITION STATUS: [X] Classified [ ] Unclassified [ ] P/T [X] F/T
FLSA CATEGORY: Exempt **EEO CATEGORY:** Professional
HAY POINTS: (KH) E II 3 = 304 (PS) E 3 (38) = 115 (AC) E 3 C = 132
TOTAL POINTS: 551 **PAY GRADE:** P
DATE ESTABLISHED: February 2015 **PREPARED BY:** Human Resources Division

CONCURRED: _____ **APPROVED:** _____
HR ADMINISTRATOR **ADMINISTRATOR OF THE COURTS**

NATURE OF WORK

This is complex professional work involved in the researching, developing, implementing, and managing of an interrelated system of educational and training opportunities designed to meet the professional needs of court employees.

Under the direct supervision of the Administrator of the Courts or his designee, an employee in this class works independently to develop and coordinate the implementation of education programs for judicial employees. The incumbent will be responsible for carrying out high quality continuing education and training programs for the Judiciary of Guam.

ILLUSTRATIVE EXAMPLES OF WORK: (The following duties are illustrative and not exhaustive. The omission of specific statement of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.)

Researches, implements and manages a judicial education training program designed to develop multiple and varied education and training programs for judicial officers, court employees, court patrons and the general public.

Designs, develops and oversees the curriculum or training content, course materials and educational/training methods utilizing a wide variety of learning methods such as in-person presentations, classroom settings, workshops, lunch and learn training sessions, on-line distance learning through on-line computer and internet/intranet.

Develop in-house educators and/or faculty through training and educational opportunities. Identifies court employees to teach and/or train on a particular subject, process or policy related to judicial administration, court procedures, administrative and employee management policies.

Creates and maintains the court's Annual or Master Training Calendar identifying off-site training vendors, learning institutions, associations and organizations that provide education and training for all job classifications of the Judiciary.

Provides direction, oversees facilitation and delivery of education and training programs and projects. This is accomplished by projecting fiscal needs, managing registration requirements, allocating training source, location, review training agendas or content, secure presenters or speakers, provide training certificates, etc.

Consults and provides direction and guidance to Talent Management Review Team, judicial officers, court managers, and employees on critical areas of training aimed to improve individual performance, career succession planning, and professional development paths.

Consults with the Human Resources Administrator in identifying court training needs on an on-going basis through needs assessments, surveys, meetings with constituents groups, and interviews. Coordinates job related training and professional development for court staff, ensuring relevance to current job assignment and duties.

Serves as liaison with GCC, UOG, and other institutions of higher/continued education or national associations. Attains reasonable training proposal costs for minimum to maximum group participation.

Conducts education and training needs assessments; interacts with justices, judges, court management and employees to identify, assess, develop and plan education programs; Devises training alternatives or plans.

Provides ongoing evaluations of curriculum to ensure the delivery of current and quality judicial education program.

Oversees the judiciary's repository and lending library for education and training resources such as curriculum, text and manuals, training equipment, multimedia resources and other training materials.

Plans and projects the Judiciary's court-wide fiscal needs for training and development for inclusion in the court's budget request to the Guam Legislature.

Develops statistical data or reports that measure training outcomes and the successes of the Judiciary's Training Programs; provides required data for the Annual Report.

Tracks all education and training data on completion, feedback, and other pertinent data to provide historical data for planning future training or for other management use. Prepares reports maintains records on all completed training and all related costs.

Coordinates education committee meetings and programs in cooperation with advisory committees, the Administrative Office of the Courts, the Director of Policy, Planning and Community Relations, and the Judicial Council of Guam.

Provides support and assistance to judicial advisory committees and subcommittees in the planning, development, implementation and evaluation of education programs consistent with established standards and requirements for education of judicial employees.

Develops procedures for judicial education programs and interprets policy and procedures to advisory committees and program participants.

Adheres to and complies with all promulgated policies and procedures.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of education theory and methods, with a specific focus on adult education; curriculum design, instruction design, course assessment and evaluation techniques; the legal system, specifically the courts; research legal subject areas; office methods and procedures; problem solving techniques; communication skills and methods; organization techniques; and project management.

Knowledge of conducting needs assessment surveys and translates data to determine or measure training needs.

Knowledge of project management administration and curriculum development methods.

Skilled in conducting presentations and/or coordinating with internal and external resources for training delivery/presentation.

Ability to develop, plan, organize and implement program functions and processes.

Ability to evaluate program outcomes and recommend changes to improve the delivery, efficiency, and effectiveness of education and training programs.

Ability to maintain database information using windows applications to produce a variety of reports.

Ability to communicate effectively both orally and in writing; cooperatively interact and communicate with judicial officers, court executives, managers, professionals, administrative support employees; act in a lead capacity for projects and program areas.

MINIMUM QUALIFICATIONS:

A. Master's degree in education or related field, plus three (3) years of project and program management experience, and two (2) years of full-time experience teaching and training adults or experience in curriculum development.

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills for the position.