



BEFORE THE 2015 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC15-009

RELATIVE TO CREATING THE POSITION OF JUDICIAL EDUCATOR

WHEREAS, the Judiciary's 2012-2015 Strategic Plan: Our Way Forward recognized the importance of developing a satisfied and competent workforce; and

WHEREAS, in advancement of the goals of the 2012-2015 Strategic Plan, the Judiciary, beginning in 2012, contracted with a Judicial Educator, whose mission was to identify educational and training programs for the professional development of the Judiciary's workforce and assist in ensuring access to the same; and

WHEREAS, the Judicial Educator left the position in 2014 and the departure has left a void in the professional development infrastructure that must be filled on a more permanent basis; and

WHEREAS, in January of 2015, members of Judiciary management participated in two instructional sessions with a professional educator from the Guam Community College, during which they were trained in professional development planning; and

WHEREAS, the training further highlighted the need for a full-time Judicial Educator and assisted in the formulation of comprehensive position description for the job, which is attached as an exhibit hereto; and

WHEREAS, the Administrator of the Courts, in a request submitted to the Judicial Council on February 17, 2015, formally requested that the position of Judicial Educator be created; and

WHEREAS, the provisions of 4 GCA §6303 require that the position description for the requested position of Judicial Educator be posted to the Judiciary's website.

NOW, THEREFORE, BE IT RESOLVED, that the position of JUDICIAL EDUCATOR is hereby APPROVED as a position at the Judiciary of Guam, which duties are reflected in the job description shown in attached Exhibit A.

BE IT FURTHER RESOLVED, that the attached position description shall be posted on the Judiciary's website in accordance with 4 GCA § 6303.

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DULY ADOPTED this 19th day of March, 2015 at a duly noticed meeting of the Judicial Council of Guam.



ROBERT J. TORRES, Chairman

Dated: 3 - 30 - 15

ATTEST:



JOANNA S. McDONALD, Secretary

Dated: 03/30/15

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 ongoing 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.