

### Class Concept

Work in this class involves providing a variety of services to meet organizational and programmatic training and development needs including the development and preparation of training programs, plans, and materials; identifying training and development objectives; and providing classroom, distance education and/or lab delivery services. Positions are responsible for needs assessments, analysis of data, effective curriculum design, presentation of training to address learning needs and styles through utilization of various methods, identifying and securing training materials and resources, development and application of measurement methods to assess training outcomes, and research and review of resource materials. Positions provide disability education and specifically address education and training for vocational counseling to individuals with disabilities among a myriad of other topics.

Work is performed independently and positions report to the State Office training and development manager. However, Rehabilitation Education Specialists collaborate with Rehabilitation Regional Directors and Rehabilitation Service Managers to meet the needs of the organization including in-service training and are considered a vital part of the regional management team.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the state/federal rehabilitation program, laws and state agency structure.
- Considerable knowledge of rehabilitation policies, procedures and practices.
- Considerable knowledge of the needs assessment fundamentals.
- Thorough knowledge of the principles and philosophies of adult education, learning theory and generations in the workplace.
- Ability to organize and plan special training programs for rehabilitation staff.
- Ability to design curricula and utilize a variety of teaching techniques.
- Ability to develop and implement distance education curricula.
- Ability to maintain effective relationships with co-workers, program specialists, consultants, agency management, consumers of agency services, advocacy groups and the general public.
- Ability to provide effective stand-up teaching, group presentations and group facilitation.
- Ability to operate and transport audio-visual materials/equipment weighing up to 25 lbs.
- Ability to travel daily and overnight for extended periods of time.
- Ability to communicate verbally and through written documents.
- Ability to organize and manage multiple tasks and training programs
- Ability to obtain and maintain DDI or other certification as required by NCDVRS or DHHS.

#### Minimum Education and Experience

Master's degree in Rehabilitation Counseling, Counseling, Vocational Evaluation, Curriculum Design and Development, Adult Education, Organizational Development or closely related field from an appropriately accredited institution and three years of experience in rehabilitation counseling, vocational evaluation, educational program development; or an equivalent combination of education and experience.