

PROFESSIONAL EXPERT “SPECIALIST” ASSIGNMENT GUIDE

ACADEMIC SPECIALIST SERIES

Performs a variety of specialized functions relative to student enrichment, academic intervention programs, including curriculum development/advisement/implementation; instructional delivery to students and/or teaching staff for the train-the-trainer model.

Representative Duties: Participate in course development and modification; participate with establishing goals, priorities, planning and implementation; research material to assure that curriculum is correct, accurate and relevant; plan and organize displays and lessons.

Develop, explain and demonstrate learning exercises and instructional materials to aid in student comprehension of course work; prepare instructional materials in accordance with student level of understanding and interest; present information to students in a logical, accurate and interesting manner.

Assist students in improving their skills; assist students in the use of a variety of equipment, materials and supplies in an instructional setting.

Maintain student records in order to assess progress of students; administer, evaluate and grade tests, assessments, projects and assignments, commenting on content, technique and areas of needed improvement.

Provide information on available resources to students; encourage student participation and advise students regarding learning materials available.

Operate and instruct others in the use of a variety of technical or specialized equipment related to area of specialty.

GUIDE TO SETTING A PAY RATE: The hierarchy within the series represents the level of progression with respect to the level of formal academic training and the length of directly related work experience, the degree of work autonomy with respect to assigned position duties/responsibilities and potential program impact.

LEVEL IN SERIES	PAY RANGE	
Academic Specialist I	\$17.17	\$23.23
Education: Associate or Bachelor's degree in the specified field. Experience: One (1) year or less of specialized experience in a particular field or program. Scope of Assignment: <i>Limited</i> responsibility for developing, coordinating or evaluating program components; predominantly delivers instruction based on existing instructional materials.		
Academic Specialist II	\$23.24	\$29.80
Education: Bachelor's degree OR Teaching Credential Experience: Minimum of two (2) years specialized experience in a particular field or program Scope of Assignment: <i>Moderate</i> responsibility for developing, coordinating, implementing and evaluating program components.		
Academic Specialist III	\$29.81	\$35.35
Education: Bachelor's degree OR Teaching Credential Experience: Minimum of three (3) years specialized experience in a particular field or program Scope of Assignment: <i>Substantial</i> responsibility for developing, coordinating, implementing and evaluating program components.		
Academic Specialist IV	\$35.36	\$65.65
Education: Graduate degree or very specialized formal/informal training in a subject area AND specialized experience beyond level III in a particular field or program OR the individual is a recognized field leader, published author, professional speakers, etc.		

TECHNICAL SPECIALIST SERIES

Performs a variety of specialized functions, which may include program development, client liaison in technical fields such as medicine, computers, networks, health/wellness, television productions, social work/counseling or other highly specialized fields or related areas.

GUIDE TO SETTING A PAY RATE: The hierarchy within the series represents the level of progression with respect to the level of formal academic training and the length of directly related work experience, the degree of work autonomy with respect to assigned position duties/responsibilities and potential program impact.

LEVEL IN SERIES**PAY RANGE****Technical Specialist I****\$20.00****\$32.50**

Education: Associate or Bachelor's degree in the specified field.

Experience: One (1) year or less of specialized experience in a particular field or program.

Scope of Assignment: *Limited* responsibility for developing, coordinating or evaluating program components; predominantly delivers instruction based on existing instructional materials.

Technical Specialist II**\$32.75****\$45.00**

Education: Bachelor's degree OR Teaching Credential

Experience: Minimum of two (2) years specialized experience in a particular field or program

Scope of Assignment: *Moderate* responsibility for developing, coordinating, implementing and evaluating program components.

Technical Specialist III**\$45.50****\$80.00**

Education: Graduate degree or very specialized formal/informal training in a subject area AND specialized experience beyond level III in a particular field or program OR the individual is a recognized field leader, published author, professional speakers, etc

Experience: Minimum of five (5) years specialized experience in a particular field or program

Scope of Assignment: *Substantial* responsibility for developing, coordinating, implementing and evaluating program components.

ADMINISTRATIVE SPECIALIST SERIES

Performs a variety of administrative functions, which may include specialized projects in areas such as public relations/marketing, finance, human resources, budgets, facilities, contracts, legal consulting, or other highly specialized fields or related areas.

GUIDE TO SETTING A PAY RATE: The hierarchy within the series represents the level of progression with respect to the level of formal academic training and the length of directly related work experience, the degree of work autonomy with respect to assigned position duties/responsibilities and potential program impact.

LEVEL IN SERIES**PAY RANGE****Administrative Specialist I****\$20.00****\$32.50**

Education: Associate or Bachelor's degree in the specified field.

Experience: One (1) year or less of specialized experience in a particular field or program.

Scope of Assignment: *Limited* responsibility for developing, coordinating or evaluating program components; predominantly delivers instruction based on existing instructional materials.

Administrative Specialist II**\$32.75****\$45.00**

Education: Bachelor's degree OR Teaching Credential

Experience: Minimum of two (2) years specialized experience in a particular field or program

Scope of Assignment: *Moderate* responsibility for developing, coordinating, implementing and evaluating program components.

Administrative Specialist III**\$45.50****\$80.00**

Education: Graduate degree or very specialized formal/informal training in a subject area AND specialized experience beyond level III in a particular field or program OR the individual is a recognized field leader, published author, professional speakers, etc

Experience: Minimum of five (5) years specialized experience in a particular field or program

Scope of Assignment: *Substantial* responsibility for developing, coordinating, implementing and evaluating program components.