

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Historical Education Specialist 4		<b>Class Code:</b> 002K14
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 4	<b>Effective Date:</b> 11-8-13
	<b>Summary:</b> Incumbent is responsible for coordinating the Indiana Historical Bureau's Educational Programs Department which is responsible for encouraging the study of Indiana history and culture. Emphasis is on the in-school population of teachers and students. Incumbent must coordinate and provide a variety of program opportunities and materials that encourages the use and exploration of state and local heritage and culture resources.		

**Duties:**

- Assists in the formulation of educational program planning, evaluation and funding recommendations;
- Serves as educational program liaison with the Department of Education and various national-level program sponsors;
- Develops written materials of varying nature for publication dealing with educational concerns and curriculum subject matter;
- Coordinates and monitors the development of all printed materials by lower-level staff;
- Orchestrates statewide fundraising activities;
- Coordinates the activities of statewide volunteers;
- Attends and conducts presentations at professional meetings, for student and teacher audiences and the general public as needed;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of Indiana history and culture;
- Specialized knowledge of, and experience with, the development of curriculum matter;
- Considerable knowledge of the use of cultural resources in the classroom;
- Considerable knowledge of agency programs and objectives;
- Working knowledge of budgeting and funding principles;
- Ability to analyze existing educational programs and materials and to recommend improvements and changes as needed;
- Ability to prepare correspondence and verbal communications;
- Ability to communicate effectively, both orally and in writing.

**Difficulty of Work:**

Incumbent works within generally defined guidelines. Judgment and creativity are necessary in the development and review of new educational presentations and materials as well as in the adaptation of existing programs, presentations and materials to the various audience types.

**Responsibility:**

Incumbent is responsible for providing direction to lower-level educational program staff and is responsible for day-to-day operating decisions and recommendations. Incumbent has substantial input into long-range decisions concerning the educational program and the development of all educational presentations and materials although he/she is not the final authority. Work is reviewed for compliance with agency policy and soundness of judgment.

**Personal Work Relationships:**

Incumbent works primarily with agency staff, community educators, students and volunteers for the purpose of coordinating educational department programs and activities.