

**STATE OF HAWAII  
DEPARTMENT OF EDUCATION**

**BUSINESS-EDUCATION PARTNERSHIP SPECIALIST II, EO-07**

**DUTIES SUMMARY:**

Has immediate responsibility for providing staff services to plan, organize, and conduct, either individually or as a member of a team, the full range of work assignments in the business-education partnership program; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Business-Education Partnership Specialist I, in that the Business-Education Partnership Specialist II is regularly assigned the full range of the most difficult and complex assignments in the business-education partnership program, usually under the general administrative supervision of a Special Programs Management Specialist III; whereas the Special Programs Management Specialist III has program responsibility in providing statewide services within the field of special programs management including supervision of a staff of professional and clerical personnel.

Positions in this class are afforded independence in planning, organizing, and carrying out on-going programs and may supervise lower level professional, technical, and clerical personnel. Special assignments at this level are usually given with a statement of objectives, and limitations, if any, of, assignments, a suggested overall plan of work and nature of results expected are identified. Positions work with independence in determining overall work methods, criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignments.

**EXAMPLES OF DUTIES:**

1. Designs, develops, and implements new business-education partnerships which support an ongoing effective schools program.
2. Recruits new businesses that promote the goals and objectives for business-education partnerships.
3. Provides consultative services and serves as the communications liaison to community agencies and organizations that support business-education partnerships.
4. Provides technical assistance to complex areas, districts and schools in the involvement, participation, and implementation of various partnership programs and projects.
5. Assists in compiling and presenting information to the Director, the Superintendent, the Board of Education, the Legislature, the general public, and private organizations on matters relating to program planning.
6. Conducts workshops and seminars on business-education partnerships for various school and community organizations, state, complex areas, and district offices.
7. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Education:** Graduation from an accredited college or university with a bachelor's degree in public administration or business administration, **AND**

**Experience:** Three (3) years of responsible professional work experience in program planning, development and financing, of which one (1) year shall have been in an education program, agency or system, **OR**

Any equivalent combination of education and experience which provides the following knowledges, abilities and skills:

**Knowledge of:** Public administration; organizational change and laws, effectiveness; public relations; group decision making and interpersonal persuasion; laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

**Ability to:** Develop, analyze and evaluate plans, programs, and procedures; communicate effectively with others both orally and in writing; operate computer and other business machines.

**RECOMMENDED EQUIVALENCIES FOR EDUCATION:**

1. Bachelor's degree from an accredited college or university **PLUS** two (2) years of professional work experience which involved responsibility in program planning, development and financing, or cumulative equivalent experience; **OR**
2. Completion of the Department's traineeship for the Business-Education Partnership Specialist class series.

**RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:**

The following meet two (2) of the three (3) required years of experience:

1. Two (2) years of professional work experience which involved responsibility for program planning, development and financing or cumulative equivalent experience; **OR**
2. A master's degree in public administration or business administration from an accredited college or university; **OR**
3. Appointment in any of the 12-month educational officer Specialist I classes; **OR**
4. Five (5) years of experience as a school principal or vice-principal.