

**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 related to business and education partnerships; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is regularly assigned the full range of the most difficult and complex assignments related to business and education partnerships, usually under the general administrative supervision of an administrator; whereas the Special Programs Management Specialist III, Institutional Analyst III or Educational Specialist III has program responsibility providing statewide services over several different areas.

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 that support effective schools programs.
2. Recruits new businesses that promote the goals and objectives for business-education partnership. Reviews and recommends projects for funding support.
3. Coordinates requests between business, community agencies, and Department schools or offices. Serves as a link in channeling resources to appropriate offices and schools.
4. Provides consultative services and serves as the communications liaison to community agencies and organizations that support business-education partnerships.
5. Provides technical assistance to complex areas, districts and schools in the involvement, participation, and implementation of various partnership programs and projects.
6. 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.
7. Conducts workshops and seminars on business-education partnerships for various school and community organizations, state, complex areas, and district offices.
8. 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.

Substitution for Education: Bachelor's degree in any field from an accredited college or university **PLUS** two (2) years of excess professional work experience which involved responsibility in program planning, development and financing, or cumulative equivalent experience.

Experience: Four (4) 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.

Substitution for Experience: A master's degree in public administration or business administration from an accredited college or university shall meet one (1) year of professional work experience.

Combined Education and Experience: An equivalent combination of education and experience may be acceptable, as determined by the Department. Substitutions can be considered for the requirement of experience in an education program, agency, or system.

Knowledge of: Public administration; organizational change and laws; effective 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 computers and other business machines.