

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Educational Specialist III  
Code: 8116  
Salary Grade: 57  
FLSA Status: Exempt  
Department/Division: Programs  
Reports To: Director, Programs Division

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## *Summary*

- Function: To perform highly skilled technical and supervisory work in research or educational programs, which require knowledge of research, teaching, materials, and curriculum development, scheduling, outreach, budgets, or similar activities.
- Scope: Responsible for work of a highly specialized educational or research nature, and supervision of professional and volunteer workers.

## *Duties*

- Typical:
  1. Carries on projects in research, development, planning, execution and other services as may be required in educational programs to include exhibits, programs, tours, demonstrations, publications, curriculum development, and programming relating to Texas' ethnic history and culture.
  2. To plan and oversee outreach programs for schools, civic groups, and the community of the elderly including school visits and distance learning.
  3. Coordinate training of professional and volunteer personnel, scheduling of all special programs and supervision thereof.
  4. Performs other duties as assigned.
- Periodic:
  1. Participates in technical conferences and project planning.

## *Education*

<b>Required</b>	<b>Preferred</b>
Master's degree in anthropology education, folklore, history, museum studies, or related fields.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Ability to establish and maintain a good working relationship with professional personnel, volunteers, supervisors, and the public is vital.	Valid Texas Driver's License.
Must be capable of handling difficult human situations with tact and diplomacy.	
Must be able to handle emergency and security situations relating to the public and school children.	State of Texas Teacher certification.
Must be friendly and flexible in dealing with school children and the public.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience in field of specialization.	N/A

***Equipment***

<b>Required</b>	<b>Possible</b>
Knowledge of personal computers.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office working conditions with the ability to interact with children to professionals.	Many require weekend and evening work. May require travel.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from supervisor.	General supervision over assigned subordinates.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.