

## VACANCY ANNOUNCEMENT

Director of Education  
Federal Judicial Center  
Washington, DC 20002-8003

The purpose of the Federal Judicial Center is to further the development and adoption of improved judicial administration in the courts of the United States, primarily through rigorous and objective research and education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies.

The Education Division provides education for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees. Subject areas for judges include the judicial role, case and calendar management, ethics, leadership and management, and substantive and procedural legal topics. Subject areas for other court personnel include leadership and management, selected professional skills, and ethics. The Education Division delivers education and resources through a variety of means including: in-person programs to which participants travel; in-person programs conducted in courthouses for local participants; audio-, video-, and web conferences; programs and materials delivered over the courts' intranet; and in printed publications.

The Center seeks a Director for its Education Division.

### **DUTIES AND RESPONSIBILITIES:**

Reporting to the Center's Director and Deputy Director, the Education Division Director is responsible for strategic and long-range planning for judicial branch education, and for curriculum development, faculty development, and the integrated use of technology in the delivery of education.

With the assistance of the Education Division Deputy Director, the director supervises a staff of more than 50 highly talented people who have extensive expertise and experience producing educational programs and resources for the courts. The staff includes attorneys, educators, video production and web instructional design experts, and program administration specialists. With these personnel and an annual program budget of over \$6,000,000, the director oversees program decisions and resource allocations for the education of approximately 2,000 judges and over 20,000 court personnel.

The director's position is highly visible, involving regular contacts with judges and officials of the federal courts, legislative and executive branch personnel, state judges and officials, law school and other university faculty and administrators, representatives of other public and private organizations, and foreign judges and officials.

The position requires substantial travel.

**MANDATORY QUALIFICATIONS:**

An advanced degree in law, education, or a social science;

At least ten years of leadership experience, preferably in the fields of judicial and court education or continuing legal or other professional education.

**DESIRABLE QUALIFICATIONS:**

Strong interpersonal and communication skills, including the ability to work collaboratively with highly motivated and experienced professionals;

Ability to foster a culture of public service and individual growth;

Ability to delegate effectively, retaining accountability without micromanagement;

Experience with strategic planning and execution of long-term plans;

Familiarity with principles of adult learning and interactive teaching;

Familiarity with technology-based methods of adult education;

A record of scholarship;

Familiarity with the structure and operation of the federal judicial system, including the importance of judicial independence;

Familiarity with data development and analysis.

**SALARY AND BENEFITS:**

The pay level for this position in 2014 is \$182,852. The position does not carry the tenure rights of positions in the competitive civil service. All other federal government benefits (e.g. leave, life and health insurance, retirement benefits) are applicable.

**APPLICATION PROCEDURES:**

Submit a cover letter describing your qualifications for the position and a resume that specifies dates of employment, salaries, and responsibilities for all related positions to:

Federal Judicial Center  
ATTN: Human Resources Office, Room 6-190  
Announcement #14-10  
Thurgood Marshall Federal Judiciary Building  
One Columbus Circle, NE  
Washington, DC 20002-8003  
E-mail: [personnel@fjc.gov](mailto:personnel@fjc.gov)

To receive full consideration for this position, applications must be received by close of business September 16, 2014; however, this vacancy will remain open until filled. Please refer to Announcement #14-10 on your application.

All new employees with the Federal Judicial Center will be subject to an FBI/OPM background check. All hiring decisions are provisional based on a favorable outcome. Relatives of Center staff members may not be employed at the Center in any capacity.

*The Federal Judicial Center is an Equal Opportunity Employer*