

Vacancy Announcement
Education Specialist
Education Division
Federal Judicial Center
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing 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 designs and develops curricula to impart and enhance critical competencies tailored for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees, including persons serving in clerk of court, probation, and pretrial services offices. Subject areas for judges include substantive and procedural legal topics, case and calendar management, ethics, and leadership and management. Subject areas for other court personnel include selected technical skills, ethics, and leadership and management. The division delivers education 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; organizational consulting, and in printed publications.

The Center's Education Division has an opening for an education specialist to develop in-person and web-based education programs for judiciary executives, which include chief judges, court unit executives and deputy court unit executives. Occasional overnight travel for periods not to exceed a week at a time may be required.

DUTIES AND RESPONSIBILITIES:

- Assess leadership training needs to determine skill gaps and design the best educational approach to address those gaps.
- Design and develop curricula based on (1) generally accepted principles of adult learning and (2) identified leadership competencies tailored for specific court audiences.
- Assess, design and develop customized organizational solutions for judiciary audiences.
- Work collaboratively with judges, executives, advisory groups and planning committees, academics, Center staff, and consultants to produce and maintain leadership education programs.
- Train and assist selected faculty in effective teaching methods appropriate to an audience of highly-educated and accomplished professionals, including chief judges, court unit executives, and deputy court unit executives.

- Make curriculum and programmatic changes as required to address emerging and evolving priorities.
- Present and teach content, facilitate discussions, and coach participants and faculty.
- Oversee each step of travel-based, in-person programs, including the site selection, preparation of funding and authorization documents, curriculum program design, faculty selection, communication, materials production, and program evaluation.
- Monitor and direct the work of assigned staff members in consultation with the assistant division director and/or the Education Division director and deputy director.

MANDATORY QUALIFICATIONS:

- A graduate degree in one of the social sciences, one of the behavioral sciences, instructional design, management, leadership, education, adult education, law, social work, or a related field OR a bachelor's degree and at least 5 years' experience developing adult learning curriculum and writing educational programs.
- Substantial experience applying adult learning theory to curriculum design and development.
- Excellent facilitation skills.
- Excellent project management skills.
- Excellent public speaking skills.
- Excellent writing ability.
- Strong interpersonal skills with the ability to work collaboratively with others inside and outside the organization.

DESIRABLE QUALIFICATIONS:

- Experience working in or working with the federal or a state judiciary.
- Experience developing legal, judicial, management, or leadership training programs.
- Experience as an executive.
- Experience designing and implementing executive level education.
- Experience conducting organizational development projects.
- Familiarity with planning, designing, developing, and implementing distance education programs (e.g., webinars, podcasts).

- Familiarity with competency-based learning.

SALARY AND BENEFITS:

The starting salary is set at \$121,262. This position falls in the Center's pay band VI which has a salary range up to \$191,360; not all incumbents in pay band VI positions can expect to reach the top of the range. For the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$127,325, may be considered based upon the successful candidate's current salary. For the successful internal candidate earning less than the starting range minimum, his/her salary will be brought up to the range minimum of \$121,262. If the successful internal candidate's salary falls above the range minimum that salary will be matched up to his/her current salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

This position does not carry the tenure rights of positions in the competitive civil service.

APPLICATION PROCEDURES:

In a cover letter referring to Announcement #18-06, please indicate specifically how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. A cover letter and resume in one combined PDF document is preferred.

All applications should be submitted to:

Federal Judicial Center
ATTN: OA/Human Resources Office, Room 6-190
Announcement #18-06
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003
OR
personnel@fjc.gov

When applying, please refer to Announcement #18-06. This vacancy will remain

open until filled but to assure full consideration, applications must be received by April 27, 2018.

KEY REQUIREMENTS:

- You must be a United States Citizen, subject to the exceptions enumerated at <http://www.uscourts.gov/careers>.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER