

CHIEF OF COURT EDUCATION 5040

Distinguishing Characteristics of Work

The position is primary staff to the Florida Court Education Council and responsible for managing the Florida Court Education Trust Fund. The Chief of Court Education directs work of professional and administrative support staff, including attorneys. The incumbent oversees budget planning, directs curriculum development, determines workload distribution, conducts employee performance planning and review, manages and develops contracts and grants, conducts intra-office liaison with other divisions of the Office of the State Courts Administrator, assists with legislative liaison related to annual legislative budget request; and is a member of the management team, supporting the State Courts Administrator and the Deputy State Courts Administrator (SCA), and reports to the Deputy SCA in achieving operational and policy objectives.

Education and Training Guidelines

Graduation from an accredited law school, admission to The Florida Bar and 10 years of experience in the practice of law, judicial or legal education, including five years progressively responsible managerial experience.

A master's degree in Education may substitute for two years of the recommended judicial or legal education.

Knowledge, Skills, and Abilities

Knowledge of adult education theory. Knowledge and the principles of court education. Knowledge of judicial branch education. Knowledge of and the ability to apply and interpret the laws, regulations, and policies of court education programs. The ability to communicate clearly and effectively and prepare and make written and oral presentations. Ability to supervise staff. Ability to work independently and maintain confidentiality.

Effective: January 1, 2003

Revised: February, 2007