



## **Manager, School of Judicial Education**

Closing Date: OPEN UNTIL FILLED

Office: Administrative Office of the Courts

Range/Salary: S06 \$79,649 - \$96,375

Position Type: Regular, Full-time, At-Will

FLSA Status: Exempt

Financial Disclosure: Yes

**Essential Functions:** The Manager of the Department of Judicial Education is responsible for implementing and directing Judicial Education's policies, procedures, programs and serves at the pleasure of the Assistant Administrator of Education. The job functions include: Overseeing, planning and developing all educational programs for judges, magistrates and commissioners by performing ongoing needs assessments and implementing programs based on the analysis of the needs assessments; monitoring and analyzing federal and state legislation to determine the potential impact on the Judicial Education and if education is required; managing and planning the educational component of Judicial Education's annual programs including incorporating blended learning methodologies; managing New Trial Judge orientation; Residence programs; the Business and Technology program; and the annual statewide Judicial Conference; Preparing and monitoring Judicial Education program budgets and authorizing budgeted expenditures. Identifying potential funding sources for programs, projects and services. Developing and preparing Judicial Education publications; recruiting faculty; representing the Judicial Education programs at local and national meetings, other entities within the Maryland Judiciary and other state agencies or institutions. This position also coordinates the instructional tasks of judicial faculty. Provides educational resources for judges and magistrates including substantive summaries of impact decisions and legislative changes. This position supervises assigned staff and performs other duties as assigned.

### **Education:**

Juris Doctorate Degree from an accredited college or university.

### **Experience:**

Four years of experience in developing, administering and delivering instructional programs for adults, which must include three years of supervising professional staff.

### **Preferred:**

Member of Maryland State Bar Association. Work experience in a legal environment.

**Skills/Abilities:** Knowledge of Maryland legal system; Knowledge of Maryland substantive law; Knowledge of adult learning principles and methods; Knowledge of needs assessment strategies; Knowledge of curriculum development methods; Knowledge of presentation techniques; Knowledge of analytical procedures and techniques and mathematical concepts used in developing and monitoring budgets and grants; Knowledge of human resources principles and practices; Ability to coordinate large scale and complex programs; Ability to use technology in the delivery of educational services; Ability to conduct needs assessments; Ability to analyze and synthesize complex information; Knowledge of adult learning theories and contemporary instructional design methodologies; Ability to define adult learning objectives; Ability to establish and maintain effective relationships with supervisor, co-workers, judges, attorneys, and other court staff and the public; Ability to communicate effectively both verbally and in writing; Ability to supervise staff; Ability to perform all of the essential functions of this position.

Apply: [www.mdcourts.gov/jobs](http://www.mdcourts.gov/jobs)

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