



**STATE OF RHODE ISLAND**  
invites applications for the position of:

## **DIRECTOR OF EDUCATION PROGRAMS**

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**DEPARTMENT:** JUDICIAL DEPARTMENT - CONSTITUTION

**DIVISION:** Supreme Court

**OPENING DATE:** 01/18/16

**CLOSING DATE:** 01/27/16 11:59 PM

**SALARY:** \$77,131.00 - \$87,447.00 Annually

**PAY GRADE:** 8835 A

**JOB TYPE:** Non-Union (Judiciary) (111)

**LOCATION:** Providence

**SCHEDULED WORK DAYS:** Monday - Friday; 8:30 AM to 4:30 PM

**HOURS OF WORK**

**WORK WEEK:** Non-Standard

**RESTRICTIONS/LIMITATIONS:** Pending Availability of Funds

**ASSIGNMENT(S)/COMMENTS:** Some travel required

**JOB NUMBER:** 2710-11200-0001

**CLASS DEFINITION:**

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

The Director of Education Programs shall be responsible for the policies, finances, communications, and record keeping of a two-pronged continuing legal education endeavor serving state court judges, magistrates and Rhode Island licensed attorneys; shall handle the daily operation of MCLE Commission business including review of all course applications for accreditation for continuing legal education; communication with 150 course sponsoring agencies; reviewing individual attorney CLE applications and attorney compliance reports; maintaining and strengthening electronic filing database and physical files; notifying delinquent filers; fostering positive attorney relations; conducting ongoing curriculum development with key personnel at bar associations, law schools, law firms and private for-profit and non-profit CLE sponsoring agencies. Responsible for: the collection of application fees and late fees through daily web receipts; the planning of Commission meetings to review exemption requests, resolving program eligibility questions and documenting finances. Will assist the Chairperson by making policy and rule revision recommendations to meet the evolving needs of the legal profession and to respond to advances in educational technology/web training. Communicate with the Rhode Island Supreme Court on behalf of the Commission. Work on a national level with all other mandatory CLE states' regulatory offices regarding multi-state licensed attorneys and national trends in CLE. Facilitate reciprocal compliance for multi-state licensed attorneys.

The Director will also provide orientation for CLE requirements to all newly admitted attorneys. Responsible for all aspects of judicial education including coordination of system wide judges' professional development conferences including speaker contracting, facilities, materials, credit awards, certification of attendance, correspondence, billing and budgeting; serve as liaison to national judicial education programs including the National Judicial College, National Council of Juvenile and Family Court Judges, New York University Appellate Judges Conference, National Center for State Courts, various law schools and the American Bar Association. Arrange for scholarship applications using Bureau of Justice Assistance, State Justice Institute and other foundation monies where available. Participate in ongoing curriculum planning within the Rhode Island Supreme Court Judicial Education Committee. Communicate funding encumbrances/purchase orders to Rhode Island Supreme Court Finance Office; maintain membership in the National Association of State Judicial Educators and plan and coordinate the annual law clerk orientation.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Master's degree in education, public administration, other related field or a law degree. A minimum of five years of experience in managing a large scale regulatory function with training and development as key components. Strong written and oral communication skills. Ability to manage multiple, simultaneous programs/calendars; familiarity with electronic filing, database management; ability to multitask. Proven ability to work with a board of directors; excellent interpersonal skills required.

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#### **AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:**

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

**CRIMINAL CONVICTIONS:** Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGLS 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.apply.ri.gov>

Position #2710-11200-0001  
DIRECTOR OF EDUCATION PROGRAMS  
MC

One Capitol Hill  
Providence, RI 02908

[questions@hr.ri.gov](mailto:questions@hr.ri.gov)

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