

Real Estate Education Standards Administrator G27770

DESCRIPTION OF OCCUPATIONAL WORK

This is responsible administrative work requiring the incumbent to establish and maintain standards and programs to develop and maintain competency in real estate salespersons and brokers. The incumbent will be directly responsible to the Director of the Nebraska Real Estate Commission.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Establishes and maintains pre-licensing education standards for real estate salespersons and brokers.

Designs curriculum and work with universities, colleges and proprietary schools to adopt the curriculum.

Works closely with real estate examination company to develop and administer licensing examinations that measure adequate competencies to enter the real estate profession.

Qualifies instructors and develops and administers instructor training.

Develop continuing professional education resources and work with the industry to identify educational needs.

Enforces law and regulations regarding pre-license and continuing education.

Support the initiatives of the Commission.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: adult education; curriculum design; instructor development; program management.

Ability to: deal effectively on a person-to-person basis with members of curriculum committees, college administrators and college level instructors; communicate effectively both in writing and orally with individuals and groups; do research for the purpose of developing coursework; establish teaching quality standards and to develop techniques to measure conformance to those standards.

Skill in: presenting information in a persuasive manner.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master's degree in school administration, curriculum design or related field OR Bachelor's degree in secondary or adult education or related field and two years of related experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

NONE

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 6/1978

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
		8/2014