



PR LOG #: 23-421

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant				Education Programs Consultant	
BRANCH					
Student Achievement					
DIVISION			OFFICE		
Student Achievement and Support			Office of the Director		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION (CITY)	
R21	E	2592	174-510-2656-109	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Remote-centered		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>Under direct supervision of the Director of the Student Achievement and Support Division, the Education Programs Consultant in a lead capacity works independently, collaboratively, and assists in the alignment of state and federal legislation and policies of the programs assigned to the System of Support Office. Assists the EA I of the System of Support Office and managers of the SASD in development, implementation, and facilitation of professional learning opportunities, guidance documents, resources, and tools designed to support local implementation of the programs assigned to the System of Support Office and SASD while ensuring alignment to the policies, programs and priorities of the State Superintendent of Public Instruction, California Department of Education, and State Board of Education.</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISION BY					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISORY RESPONSIBILITIES					
<p>This position does not exercise supervisory duties.</p>					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<p>This position may require sitting for long periods of time while using a personal computer, reviewing documents. The work environment is fast-paced, can be demanding, and requires the incumbent to be flexible.</p>					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Independently supports the Director of SASD, which includes various activities such as developing presentations for conferences, SBE meetings, and other high-level meetings. Attend and present at conferences and meetings alongside and occasionally in the place of the Director. Develop correspondence to participants involved in the work of the California Practitioners Advisory Group (CPAG) and conduct research on issues relating to the programs assigned to the SASD. Disseminate research results through legislative analyses, summaries, and/or presentations. Support projects and initiatives led by California's Statewide System of Support, attend all System of Support meetings with the Director, and coordinate professional learning opportunities for SASD aligned with the programs assigned to the SASD. Prepare talking points for the Director and conduct content reviews of division work as requested by the Director.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

The EPC will lead, collaborate, and assist with projects that support the implementation of the three key functions of the SASD, which are:

- (1) Align federal and state legislation and policies of the programs assigned to the SASD [California's Statewide System of Support; Local Control Funding Formula; Title I, Parts A & D; Title IV, Part A; Title V, Part B; Federal Program Monitoring Process for each of the titles listed; School Improvement Activities under the Every Student Succeeds Act (ESSA); McKinney-Vento Homeless Assistance Act 2; California's Foster Youth Services Program and Continuum of Care Reform; and American Indian Education Centers];
- (2) Support local implementation of the programs assigned to the SASD by collaborating with county offices of education, districts, and schools, other state agencies, advocacy groups, parent, teacher and student leaders, and all other educational participants;
- (3) Celebrate Local educational agencies (LEAs) and educators, who stand out as bright spots of implementing the programs assigned to the SASD through California's statewide awards and recognition programs (examples: California Teacher of the Year and California Distinguished Schools Program).

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Independently develop and deliver presentations on a wide variety of topics related to the programs assigned to the SASD, the policies, programs and priorities of the SSPI, the CDE, and the SBE. Provide technical assistance and support to schools, school districts, teachers, parents, and community through oral and written communication. Develop draft correspondence related to division projects to be disseminated internally and externally.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

In addition to the employee's relative ability as demonstrated by quality and breadth of experience, the following factors below are desirable qualifications:

- Excellent verbal and written communication, presentation, and organizational skills
- Ability to perform well under pressure with time-sensitive, high-priority projects
- Ability to maintain confidentiality, reliability, and punctuality
- Ability to work independently and as a team member

PERSONAL CONTACTS

Contact with all levels of employees including Deputies, Directors, Managers, HR staff, any other staff at the Department of Education, and the field.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
Vacant		

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE
William McGee		

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor