

☒ **PROPOSED**

☐ **CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

PERSONNEL REQUEST NO.		EFFECTIVE DATE
DIVISION Special Education	POSITION NUMBER (Agency – Unit – Class – Serial) 174-663-2656-XXX	
UNIT Focused Monitoring and Technical Assistance V	POSITION CONTROL NO. 0221	
INCUMBENT Vacant	CLASS TITLE Education Programs Consultant	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>		
Under the general supervision of the Education Administrator I of the Focused Monitoring and Technical Assistance Unit V (FMTA V), the Director and Associate Director of the Special Education Division, and working cooperatively with unit staff and supervisors throughout the Department, the FMTA V Consultant works independently in a variety of areas to ensure compliance with state and federal laws and regulations. Areas of focus include: Special Education Local Plan Area Local Plan review process; the development of written contracts and grants for the Special Education Division and the monitoring of contracts and grants, including but not limited to Supporting Inclusive Practices; communicate with the Special Education Division's contractor's systems of support; monitor and support the contracts with a variety of grantees maintained by the Special Education Division throughout the state; develop RFAs and RFPs as assigned; provide technical assistance to LEAs and SELPAs; and special projects. Additionally, the FMTA V Consultant may represent the Department on various education-related work groups and conduct research related to improved educational outcomes for students with disabilities. Some travel may be required.		


% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	Develop and monitor various contracts and grants, including but not limited to Supporting Inclusive Practices, by working with the Contracts Division and the Administrative Services Unit of the Special Education Division to develop, review, and monitor the Special Education Division's contracts and grants to provide the statewide systems of support. Develop and implement RFAs and RFPs for the Special Education division assigned.
30%	Monitor and review the SELPA Local Plan by developing, reviewing, monitoring, and determining compliance of SELPA Local Plans and Annual Service and Budget Plans to ensure compliance with state and federal laws and regulations, including but not limited to ongoing development to meet legislative requirements and technical assistance to the field; preparing reports for submission to the State Board of Education (SBE) and/or the Department in a timely fashion; recommending sanctions, as warranted. Providing technical assistance to SELPAs including direct brokering with parents, interagency staff, SELPA and LEA administrators and to district general and special education instructional staff.
10%	Provide technical assistance and guidance to LEAs in assigned regions in need of universal monitoring support
10%	Provide technical assistance and guidance to LEAs in assigned regions on how to address areas of concern identified in non-public school reviews. Monitor and review documentation provided to correct the identified areas of concern.

5%	Research state and federal requirements regarding students with disabilities ages birth to twenty-two years of age. Participate in meetings with other consultant and legal staff in the Department regarding compliance issues, systemic issues within LEAs, and the development of corrective actions to ensure the Department provides a consistent response to compliance issues throughout the state.
5%	Participate in staff meetings; keep the Directors and the Administrators apprised of the status of projects and problems; assist other staff with critical projects as needed; and perform other job-related duties as assigned or required.

**To be reviewed and signed by the supervisor and employee:**

**Supervisor's statement:**

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
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**Employee's statement:**

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE
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*Distribution:                      Original: Official Personnel File                      Copy: Supervisor                      Copy: Employee                      Copy: Program File*

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PERSONNEL REQUEST NO.		EFFECTIVE DATE
DIVISION Special Education	POSITION NUMBER (Agency – Unit – Class – Serial) 174-663-2655-XXX	
UNIT Focused Monitoring and Technical Assistance V	POSITION CONTROL NO. 0221	
INCUMBENT Vacant	CLASS TITLE Education Programs Assistant	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>		
Under the general supervision of the Education Administrator I of the Focused Monitoring and Technical Assistance Unit V (FMTA V), the Director and Associate Director of the Special Education Division, and working cooperatively with unit staff and supervisors throughout the Department, the FMTA V assistant works with supervision in a variety of areas to ensure compliance with state and federal laws and regulations. Areas of focus include: Special Education Local Plan Area Local Plan (SELPA) review process; the development of written contracts and grants for the Special Education Division and the monitoring of contracts and grants, including but not limited to Supporting Inclusive Practices; communicate with the Special Education Division's contractor's systems of support; monitor and support the contracts with a variety of grantees maintained by the Special Education Division throughout the state; develop RFAs and RFPs as assigned; provide technical assistance to LEAs and SELPAs; and special projects. Additionally, the FMTA V Consultant may represent the Department on various education-related work groups and conduct research related to improved educational outcomes for students with disabilities. Some travel may be required.		

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	With supervision, develop and monitor various contracts and grants, including but not limited to Supporting Inclusive Practices, by working with the Contracts Division and the Administrative Services Unit of the Special Education Division to develop, review, and monitor the Special Education Division's contracts and grants to provide the statewide systems of support. Develop and implement RFAs and RFPs for the Special Education division assigned.
30%	With supervision, monitor and review the SELPA Local Plan by developing, reviewing, monitoring, and determining compliance of SELPA Local Plans and Annual Service and Budget Plans to ensure compliance with state and federal laws and regulations, including but not limited to ongoing development to meet legislative requirements and technical assistance to the field; preparing reports for submission to the State Board of Education (SBE) and/or the Department in a timely fashion; recommending sanctions, as warranted. Providing technical assistance to SELPAs including direct brokering with parents, interagency staff, SELPA and LEA administrators and to district general and special education instructional staff.
10%	With supervision, provide technical assistance and guidance to LEAs in assigned regions in need of universal monitoring support
10%	With supervision, provide technical assistance and guidance to LEAs in assigned regions on how to address areas of concern identified in non-public school reviews. Monitor and review documentation provided to correct the identified areas of concern.

5%	With supervision, research state and federal requirements regarding students with disabilities ages birth to twenty-two years of age. Participate in meetings with other consultant and legal staff in the Department regarding compliance issues, systemic issues within LEAs, and the development of corrective actions to ensure the Department provides a consistent response to compliance issues throughout the state.
5%	Participate in staff meetings; keep the Directors and the Administrators apprised of the status of projects and problems; assist other staff with critical projects as needed; and perform other job-related duties as assigned or required.

To be reviewed and signed by the supervisor and employee:		
<b>Supervisor's statement:</b> <ul style="list-style-type: none"> <li><i>I have discussed the duties and responsibilities of the position with the employee</i></li> <li><i>I have signed and received a copy of the duty statement.</i></li> </ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
<b>Employee's statement:</b> <ul style="list-style-type: none"> <li><i>I have discussed the duties and responsibilities of the position with my supervisor</i></li> <li><i>I have signed and received a copy of the duty statement</i></li> </ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE

Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File