



DUTY STATEMENT

PR LOG #:

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| CIVIL SERVICE CLASSIFICATION | | | | WORKING TITLE | |
| Education Programs Consultant | | | | Homeless Education Consultant | |
| BRANCH | | | | | |
| Chief Deputy's Office-Initiatives | | | | | |
| DIVISION | | | | OFFICE | |
| Student Achievement and Support | | | | Integrated Student Support & Programs Office | |
| CBID | WWG | PCN | POSITION NUMBER | SPECIFIC LOCATION | |
| R21 | E | 2805 | 174-510-2656-063 | Sacramento | |
| PROBATIONARY PERIOD | | TENURE | | TIME BASE | BILINGUAL POSITION |
| N/A | | Permanent | | Full-Time | No |
| TELEWORK OPTION | | SAFETY SENSITIVE POSITION | | CONFLICT OF INTEREST CLASSIFICATION | |
| Hybrid | | No | | Yes | |
| DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES | | | | | |
| <p>Under general supervision of the Education Administrator I of the Integrated Student Support and Programs Office (ISSPO) and the Director of the Student Achievement and Support Division (SASD), and working cooperatively with program units and supervisors throughout the California Department of Education (CDE), the Education Programs Consultant (EPC) works independently on activities that support implementing and monitoring programs managed by the ISSPO. The ISSPO is responsible for interfacing with other CDE staff and local educational agencies (LEAs) to provide ongoing training and technical assistance related to the requirements of the Elementary and Secondary Education Act (ESEA). Travel is required for this position.</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>The incumbent reports directly to the Education Administrator I of the Integrated Student Support and Programs Office.</p> | | | | | |
| SUPERVISORY RESPONSIBILITIES | | | | | |
| <p>This position does not exercise supervisory duties.</p> | | | | | |
| WORKING CONDITIONS AND PHYSICAL REQUIREMENTS | | | | | |
| <p>This position may require the incumbent to travel locally and nationally to attend and/or provide presentations at program-related meetings and conferences. Requires sitting for long periods of time while using a 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: 40

☒ Essential Function☐ Non-Essential Function**Duties Performed**

The EPC will monitor LEAs that are selected for a Federal Program Monitoring (FPM), including site visits, to review for the Homeless Program and participating in the EHCY Program and Title I, Part A. Review, edit, and update the FPM monitoring tool used during each review. Provide technical assistance and professional development in regards to FPM reviews for LEAs in the areas of homeless and develop and make presentations at CDE related to FPM. The EPC shall monitor with the use of CMT database for all online FPMs.

Relative % of Time Required: 35

☒ Essential Function☐ Non-Essential Function**Duties Performed**

The EPC will write and develop Request for Proposals to support Homeless Education programs and practices. Facilitate the approval process, dissemination, and, selection of grantees. Monitor grant implementation and adherence to funding and expenditure reports. Facilitate Professional Learning Community (PLC) meetings, bi-weekly office hours, and individual guidance and support throughout grant period. The EPC will ensure participation by grantees in professional development including PLCs and technical assistance activities so they have sufficient capacity and support to carry out their deliverables. The EPC will monitor grantees with site visitation to ensure deliverables.

Relative % of Time Required: 10

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Facilitate statewide leadership, guidance, and technical assistance in the area of homeless education to liaisons, district/county office superintendents, curriculum specialists, teachers, parents, etc. Consult and work with program and community partner liaisons and coordinators throughout the state to ensure that homeless children and youth are identified by school personnel, are enrolled, and have a full and equal opportunity to succeed in school. The EPC will ensure participation by liaisons, coordinator and grantees in professional development and technical assistance activities so they have sufficient capacity and support to carry out their duties. The EPC will support LEAs, based on their needs, including training, policies, and use of Title I, Part A reservation fund, and American Rescue Plan-Homeless Children and Youth (ARP-HCY) funds. The EPC will collaborate with various internal and external entities to better support LEAs and implement statute; train LEAs and their liaisons to analyze their homeless student data through the California School Dashboard, including dropout rates and graduation rates; provide resources and sample templates on credit recovery, partial credit, and fee waiver process.

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| Relative % of Time Required: <input style="width: 100px;" type="text" value="5"/> | <input checked="" type="checkbox"/> Essential Function | <input type="checkbox"/> Non-Essential Function |
| Duties Performed | | |
| <p>In collaboration with others, provide technical assistance to design, develop, pilot, refine, disseminate, monitor, and support implementation of an expanded set of district and school tools that will better accommodate local differences to assist LEAs and schools to improve student achievement. Activities include, but are not limited to, participation in projects such as the Homeless Education Program, Foster Youth Services Coordinating Program, and American Indian Education Program, Evidence Based Practices Community of Practice, Improvement Science and the Quality Schooling Framework (QSF). Write, review, edit, and/or otherwise prepare or contribute to the preparation of educational documents and other communications and resources to assist in implementing and evaluating programs and activities related to the EHCY Program and Title I, Part A.</p> | | |

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| Relative % of Time Required: <input style="width: 100px;" type="text" value="5"/> | <input checked="" type="checkbox"/> Essential Function | <input type="checkbox"/> Non-Essential Function |
| Duties Performed | | |
| <p>Assist with the collection, preparation, and submission of the annual federal reports based off data collected from all grantees and sub-grantees funded through the EHCY Program. Prepare documentation for federal review of Homeless Education. Develop/update and revise Homeless Education's annual workplan. Research current educational issues and stay abreast of educational trends and relevant changes related to the EHCY Program and Title I, Part A throughout California and the nation. Participate in staff meetings; keep supervisors apprised of the status of projects and problems; maintain knowledge of current McKinney-Vento, and ARP-HCY laws and related federal regulations pertaining to Title I, Part A programs; and assist other staff with critical projects, as needed; perform other job related duties as required.</p> | | |

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| Duties Performed | | |
| <p>The EPC shall present and/or attend annual Homeless Education Statewide Conference and other meetings including but limited to National Association for the Education of Homeless Children and Youth (NAEHCY); National Children Homeless Education state coordinator's meetings.</p> | | |

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent communicates effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to Homeless education entitlements, definitions, and best practices; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers, supervisors, LEAs, COEs, other government agencies such as the California Department of Social Services, and other units within CDE, including the Special Education Division.

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 |
|-------------------------|------------------------------|------|
| Deborah Avalos | | |

| HRD C&P ANALYST | HRD APPROVAL DATE | EFFECTIVE DATE | DATE UPLOADED |
|-----------------|-------------------|----------------|---------------|
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This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



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| Education Programs Assistant | | | | Homeless Education Assistant | |
| BRANCH | | | | | |
| Chief Deputy's Office-Initiatives | | | | | |
| DIVISION | | | | OFFICE | |
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| Deborah Avalos | | |

| HRD C&P ANALYST | HRD APPROVAL DATE | EFFECTIVE DATE | DATE UPLOADED |
|-----------------|-------------------|----------------|---------------|
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Copies - Employee and Supervisor