

**PROPOSED**

**CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Student Achievement and Support Division		POSITION NUMBER (Agency – Unit – Class – Serial) 174-510-2656-XXX	
UNIT Title I Monitoring and Support Office		POSITION CONTROL NO. 4976	
INCUMBENT Vacant		CLASS TITLE Education Programs Consultant	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
<p><b>Under direction from the Education Administrator I in the Title I Monitoring and Support Office (TIMSO) 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) will review programs and services for alignment with legal requirements for Title I, Part A in local educational agencies (LEAs) statewide. The EPC will provide technical assistance to LEAs in the design, implementation, and evaluation of Title I services; develop and implement tools for use in LEAs regarding Title I, Part A and Comprehensive Support and Improvement (CSI) provides guidance on Consolidated Application program requirements; and conduct presentations or trainings on Title I policy implementation. The TIMSO is responsible for the oversight during the monitoring process of the Title I, Part A and CSI programs. Travel is required for this position.</b></p>			
% 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. <b>(Use additional sheet if necessary)</b>		
60%	<p><b>Monitor LEA Adherence to State and Federal Law:</b> Independently and as part of a team, the EPC will review programs and services for alignment with legal requirements for Title I, Part A and Comprehensive Support and Improvement (CSI) in LEAs statewide. The EPC will conduct online reviews in addition to onsite reviews and assist LEAs in resolving non-compliant issues identified during the monitoring process.</p>		
25%	<p><b>Consult with Clients:</b> Provide technical assistance to LEAs in the design, implementation, and evaluation of Title I services; in collaboration with others, conduct professional presentations/trainings at county offices, LEAs, and at conferences regarding Title I policy; provide guidance on Consolidated Application program requirements.</p>		
10%	<p><b>Design and Develop:</b> Make recommendations and prepare reports for the Legislature and to senior management and the State Board of Education (SBE) of any necessary policy changes regarding Title I policy implementation to facilitate the goal of helping schools and LEAs make progress toward meeting federal and state benchmarks for academic growth.</p>		
5%	<p><b>Other Duties as Assigned:</b> Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in training and technical assistance planning activities; assist other staff with critical projects as needed; perform other job-related duties as required. Participate in professional development activities such as workshops or webinars regarding state and federal legal requirements for Title I, Part A and CSI. .</p>		

**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



**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



*Distribution:*

*Original: Official Personnel File*

*Copy: Supervisor*

*Copy: Employee*

*Copy: Program File*

April 2022

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		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Student Achievement and Support Division		POSITION NUMBER (Agency – Unit – Class – Serial) 174-510-2655-XXX	
UNIT Title I Monitoring and Support Office		POSITION CONTROL NO. 4976	
INCUMBENT Vacant		CLASS TITLE Education Programs Assistant	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
<p><b>Under general direction from the Education Administrator I in the Title I Monitoring and Support Office (TIMSO) 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 Assistant (EPA) will assist and/or review programs and services for alignment with legal requirements for Title I, Part A in local educational agencies (LEAs) statewide. The EPA will assist and/or provide technical assistance to LEAs in the design, implementation, and evaluation of Title I services; assist and/or develop and implement tools for use in LEAs regarding Title I, Part A and Comprehensive Support and Improvement (CSI) provides guidance on Consolidated Application program requirements; and assist and/or conduct presentations or trainings on Title I policy implementation. The TIMSO is responsible for the oversight during the monitoring process of the Title I, Part A and CSI programs. Travel is required for this position.</b></p>			
% 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)		
60%	<p><b>Monitor LEA Adherence to State and Federal Law:</b> Independently and as part of a team, the EPA will assist and/or review programs and services for alignment with legal requirements for Title I, Part A and Comprehensive Support and Improvement (CSI) in LEAs statewide. The EPA will conduct online reviews in addition to onsite reviews and assist LEAs in resolving non-compliant issues identified during the monitoring process.</p>		
25%	<p><b>Consult with Clients:</b> Assist and/or provide technical assistance to LEAs in the design, implementation, and evaluation of Title I services; in collaboration with others, conduct professional presentations/trainings at county offices, LEAs, and at conferences regarding Title I policy; provide guidance on Consolidated Application program requirements.</p>		
10%	<p><b>Design and Develop:</b> Assist and make recommendations and prepare reports for the Legislature and to senior management and the State Board of Education (SBE) of any necessary policy changes regarding Title I policy implementation to facilitate the goal of helping schools and LEAs make progress toward meeting federal and state benchmarks for academic growth.</p>		
5%	<p><b>Other Duties as Assigned:</b> Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in training and technical assistance planning activities; assist other staff with critical projects as needed; perform other job-related duties as required. Participate in professional development activities such as workshops or webinars regarding state and federal legal requirements for Title I, Part A and CSI. .</p>		

**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)  
Monique Moton


SUPERVISOR'S SIGNATURE  


DATE

**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

Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File