



## DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Administrator I				Education Administrator I	
BRANCH					
Instruction, Measurement, and Administration Branch					
DIVISION				OFFICE	
Curriculum Frameworks & Instructional Resources				Instructional Materials and Access Unit	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S21	E	4860	174-660-2657-XXX	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		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 direction of the Director, the Education Administrator I manages the Instructional Materials and Access Unit (IMAU) of the Curriculum Frameworks and Instructional Division (CFIRD). Responsibilities include providing leadership, managerial direction, and supervision of professional education and analytical staff, managing the work of the Clearinghouse for Multilingual Documents (CMD), provision of accessible instructional materials through federal programs, development and implementation of instructional materials adoptions, standards, and model curricula and assisting in development of curriculum frameworks, on behalf of and in support of the Instructional Quality Commission (IQC) and State Board of Education (SBE).</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					
Division Director					
SUPERVISORY RESPONSIBILITIES					
<p>Direct and supervise staff assigned to the unit, managing the diversity of positions consisting of: (1) Staff Services Manager I, (1) Warehouse Manager I, (3) Education Programs Consultant, (1) Information Technology Associate, (4) Associate Governmental Program Analyst, (3) Materials &amp; Stores Specialist, (2) Warehouse Worker, (1) Digital Composition Specialist II, and (1) student assistant.</p>					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<p>This position is headquartered in Sacramento and may be eligible for a hybrid telework schedule for eligible applicants residing in California. A hybrid telework schedule includes working remotely and physically reporting to the office. The administrator may be required to travel to California Department of Education (CDE) Headquarters, other meeting locations, conferences, or speaking engagements. The administrator must be able to carry supplies and technology.</p>					

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

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

**Duties Performed**

Policy Development/Implementation Clearinghouse for Specialized Media and Technology (CSMT): Direct the formulation, development, administration, and evaluation of strategies to carry out policies, programs, and priorities of the State Superintendent of Public Instruction (SSPI), the CDE, the SBE, the CSMT, CSMT Media Production Center, CMD, National Instructional Materials Accessibility Standard, and CSMT Media Warehouse; perform the duties of the American Printing House for the Blind (APH) Ex Officio Trustee for California students who are legally blind; oversee the work of the California Dyslexia Initiative, partner with other units in CFIRD and the CDE to effectively connect the work of CSMT to that of CFIRD and other Divisions within the CDE and develop, administer, and evaluate educational programs accordingly; collaboratively develop and implement processes and procedures for all staff utilizing effective communication tools; recommend and obtain approval from managerial levels of major implementation strategies in the areas of assistive technology for students with disabilities, accessible instructional materials and transcription and translation of educational documents; direct the implementation of making instructional materials available in specialized media and alternative formats including other languages; independently make routine decisions. Propose changes, including legislation, designed to improve the programs assigned to the unit, such as instructional materials; Instructional Materials Online Distribution System.

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

**Duties Performed**

Policy Development/Implementation Instructional Resources: Direct the formulation and execution of strategies to implement policies, programs, and priorities of the SSPI, the CDE, the IQC, and the SBE. These include the review, development and SBE adoption of content standards, curriculum frameworks, model curricula, and instructional materials. Collaboratively develop professional learning and outreach materials and strategies regarding the importance of standards-aligned curriculum frameworks and instructional materials. Consult and collaborate with key CDE staff; recommend strategic implementation strategies to improve teaching and learning; direct the daily tasks of consultants, analysts and clerical staff; propose legislation, as appropriate, to improve the programs and responsibilities assigned the unit. Collaborate with and support the IQC to ensure successful implementation of the work of the IQC. This function involves and requires excellent group facilitation skills, group consensus-building skills, curriculum development knowledge, knowledge of kindergarten through grade twelve (K–12) classroom instructional strategies and pedagogy, and standards implementation expertise.

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

**Duties Performed**

Work Product: Utilize business standard project planning and project management to direct the preparation of educational documents, such as the development of content standards, model curricula, curriculum frameworks, and content standards and framework-related guidance documents. Assign staff; determine tasks, timelines, and due dates; review drafts; ensure that product content is consistent with policy; obtain managerial approvals for product development, content, and publication.

Relative % of Time Required: <input style="width: 100px;" type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<p>Staff Supervision: Supervise staff assigned to the office (in-person, hybrid, and/or telework), including consultants, analysts, and support staff. Provide direction and guidance; determine ongoing work assignments; direct daily activities and special assignments; delegate responsibilities; review work product; monitor and evaluate performance; approve travel and leave; conduct, arrange, and approve training.</p>		

Relative % of Time Required: <input style="width: 100px;" type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<p>Internal/External Representation: Represent CFIRD and IMAU within the Department and in the field. Meet with key local, state, and national program representatives, such as subject matter specialists, county offices of education and school district superintendents, library representatives, publishers of instructional resources, state textbook administrators, professional organizations, and news media representatives. Make presentations; gather feedback and concerns; clarify policies and procedures; promote networking. This function involves and requires excellent group facilitation skills, group consensus-building skills, curriculum development knowledge, knowledge of K–12 classroom instructional strategies and pedagogy, and standards implementation expertise.</p>		

Relative % of Time Required: <input style="width: 100px;" type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<p>Administrative Responsibilities: Interview and select new personnel for the unit; consult and collaborate with the administrators of the Standards and Curricular Guidance Unit and the Curricular Initiatives Unit, budget staff, and the Division Director regarding budget matters associated with the unit. Review budgetary documents affecting CFIRD and the unit. Ensure that correspondence from the office meets departmental and SBE standards and policies. Conduct staff meetings. Assign staff to perform legislative bill analyses and waiver requests as assigned by the Division Director.</p>		

**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

Programmatic knowledge of local educational agency (LEA) programs serving students with special needs to better coordinate the work of the Education Programs Consultants in connecting resources developed by CSMT to LEAs. Excellent writing skills along with the ability to create and present engaging presentations.

The ability and experience to consult with LEA administrators, program directors, and teachers to further the awareness of CSMT's resources.

The ability to hold staff accountable while building a collaborative culture and communicate with clarity and transparency.

The knowledge and understanding of high-quality, research-based, effective first instructional practice.

**PERSONAL CONTACTS**

The incumbent will have contact with the Employment and Classification Unit, Human Resources Branch staff, the Office of Equal Opportunity, Executive Directors, Hiring Managers, and Employees of CDE. The incumbent will have contact with external agencies, public groups, and potential candidates.

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Original - Classifications & Pay Office

Copies - Employee and Supervisor