



**DUTY STATEMENT**

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant					
BRANCH					
Building Educational Success Together					
DIVISION			OFFICE		
Professional Learning Support Division			Teacher and Leader Policy Office		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	3928	174-590-2656-xxx	Sacramento, CA	
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 supervision of the Education Administrator I of the Teacher and Leader Policy Office (TLPO), in the Professional Learning Support Division (PLSD) and working cooperatively with program units throughout the Department, the Education Programs Consultant works as a team leader, team member, and/or independently to implement the Elementary and Secondary Education Act (ESEA) Title II, Part A. The TLPO is assigned federal and state educator quality programs designed to ensure that every California student has equitable access to highly prepared teachers and leaders. This includes supporting statewide compliance with equitable services for Private and Non-Public School Programs and Federal Program Monitoring; and technical assistance to local educational agencies (LEAs). The office also works closely with the California Commission on Teacher Credentialing (CTC) and diverse state and national stakeholders to develop and promote educator quality programs.</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to the Education Administrator I of the TLPO in the PLSD.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. Core business hours are Monday through Friday, 8 a.m. to 5 p.m.					

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

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

Duties Performed

Manage National Board for Professional Teaching Standards (NBPTS) Incentive Program. Prepare applications for the subsidy and incentive NBPTS programs. Provide guidance, technical assistance, respond to field inquiries, conduct workshops and presentations about the NBPTS Incentive Program. Oversee administration of the NBPTS Incentive program including the distribution of funds, correspondence for the signature of managers, and prepare monitoring reports (fiscal and program). Work in partnership with the CTC and the NBPTS to administer the incentive program. Review all subsidy and incentive applications to ensure qualifications are met for the programs. Distribute funds to LEAs for dissemination to NBPTS incentive awardees. Distribute funds to the NBPTS to support subsidy awardees.

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

Duties Performed

Develop, review, analyze, and interpret state and federal statutes, administrative regulations, policy documents, and departmental procedures and applicable research in the field of education. Prepare and recommend changes in legislation, regulations, and policies to facilitate the work of the Department. Promote educational programs and interventions that support high-quality professional learning for educators that advance student learning. Prepare written responses to internal and external inquiries, attend conferences and workshops, make oral presentations, and represent the Department as assigned. Support the Providing Relevant, Inclusive Support that Matters for LGBTQ+ Students project. Provide technical assistance regarding statewide Gifted and Talented Education programs.

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

Duties Performed

Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in conference planning activities; assist other staff with critical projects as needed; perform other job-related duties as assigned.



**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

This position requires the incumbent to travel locally and nationally to attend and/or provide presentations at program-related meetings and conferences. This position requires the incumbent to communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; 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 program consultants, managers, program administrators, and Division Director. Will communicate with contractors, grantees, and LEAs.

**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

**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
Kristen Cruz Allen		

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



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Education Programs Assistant					
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DIVISION			OFFICE		
Professional Learning Support Division			Teacher and Leader Policy Office		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	3928	174-590-2655-xxx	Sacramento, CA	
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	
<b>DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES</b>					
<p>Under the supervision of the of the Education Administrator I of the Teacher and Leader Policy Office (TLPO), in the Professional Learning Support Division (PLSD), and working cooperatively with program units throughout the Department, the Education Programs Assistant works as a team member with support and guidance to implement the Elementary and Secondary Education Act (ESEA) Title II, Part A. The TLPO is assigned federal and state educator quality programs designed to ensure that every California student has equitable access to highly prepared teachers and leaders. This includes supporting statewide compliance with equitable services for Private and Non-Public School Programs and Federal Program Monitoring; and technical assistance to local educational agencies (LEAs). The office also works closely with the California Commission on Teacher Credentialing (CTC) and diverse state and national stakeholders to develop and promote educator quality programs.</p>					
<b>CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS</b>					
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**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

Relative % of Time Required:	80	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>			
<p>With assistance, manage the National Board for Professional Teaching Standards (NBPTS) Incentive Program. With support, prepare applications for the subsidy and incentive NBPTS programs. Provide guidance and technical assistance, respond to field inquiries, and assist in conducting workshops and presentations about the NBPTS Incentive Program. With guidance, help oversee the administration of the NBPTS Incentive Program, including supporting the distribution of funds, preparing correspondence for manager signatures, and assist in the preparation of fiscal and program monitoring reports. Work in partnership with the CTC and the NBPTS to help administer the incentive program. With support, review subsidy and incentive applications to help ensure qualifications are met for the programs. Assist in the distribution of funds to LEAs for dissemination to NBPTS incentive awardees. Support the distribution of funds to the NBPTS to assist subsidy awardees.</p>			

Relative % of Time Required:	15	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>			
<p>Assist in developing, reviewing, analyzing, and interpreting state and federal statutes, administrative regulations, policy documents, departmental procedures, and applicable research in the field of education under the guidance of senior staff. Support the preparation and recommendation of changes to legislation, regulations, and policies to facilitate the work of the Department. Assist in promoting educational programs and interventions that support high-quality professional learning for educators to advance student learning. With direction, help prepare written responses to internal and external inquiries, attend conferences and workshops, contribute to oral presentations, and represent the Department as assigned. Provide support to the Providing Relevant, Inclusive Support that Matters for LGBTQ+ Students project team. With supervision, assist in providing technical assistance related to statewide Gifted and Talented Education programs.</p>			

Relative % of Time Required:	5	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>			
<p>Participate in staff meetings; keep supervisors apprised of the status of projects and problems; participate in conference planning activities; assist other staff with critical projects as needed; perform other job-related duties as assigned.</p>			



**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

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