



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant					
BRANCH					
Opportunities For All					
DIVISION				OFFICE	
Special Education				Focused Monitoring & Technical Assistance III	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	3436	174-663-2656-078	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					
Under general supervision of the Education Administrator I of the Focused Monitoring and Technical Assistance III (FMTA III) Unit; the Associate Director of Data, Monitoring, and Local Educational Agency (LEA) Support; and the Special Education Division Director, the Education Programs Consultant (EPC) independently provides technical assistance and monitoring to LEAs identified for Targeted Review in the Annual Determination Letter. The EPC will be assigned to projects to develop and analyze programs and complete other assignments as needed by the Division. Travel is required. 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.					
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 EPC is under the direction of the Education Administrator I of the FMTA III Unit; the Associate Director of Data, Monitoring, and LEA Support; and the Special Education Division Director.					
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. The work area consists of a climate-controlled office under artificial lighting. The office is located in a high-rise building. Core business hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. Travel to attend meetings and training may be required.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50

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

Participate in monitoring review activities including, but not limited to, Compliance and Improvement Monitoring process, student file reviews, and corrective action follow-up to ensure LEA compliance with state and federal special education laws and regulations. These monitoring activities may include on-site meetings with Special Education Local Plan Area (SELPA) personnel and LEA administrators and staff.

Relative % of Time Required: 25

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

Write, review, and edit documents and electronic files, including reports and correspondence related to monitoring activities; research, review, and analyze relevant materials and prepare written responses to letters and other inquiries from SELPA personnel and LEA administrators and staff members.

Relative % of Time Required: 15

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

Develop and provide presentations both virtually and at local, county, and regional sites for SELPA personnel and LEA administrators and staff members; provide technical expertise in the areas of special education and related services.

Relative % of Time Required:	5	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Research current educational issues pertaining to special education and related services; stay current on educational trends and relevant changes related to special education and related services throughout California and the nation.			

Relative % of Time Required:	5	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Participate in staff meetings, keep supervisors apprised of the status of projects and problems, assist other staff with critical projects as needed, and perform other job-related duties as required.			

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function
Duties Performed			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Educational administrative background
 Special education administrative or teaching experience
 Proficient in Microsoft Office Suite, especially Word and Excel
 Strong analytical, organizational, and problem-solving skills
 Strong written, oral, and communication skills
 Ability to exercise initiative, independence, and accuracy to research and evaluate complex issues and data; determine outcomes; and present findings to support recommendations
 Ability to work on multiple projects and work effectively with all levels of staff and management
 Ability to remain focused while reading technical documents; ability to remain unbiased

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers and supervisors in conducting Special Education Division activities; external agencies including SELPA personnel and LEA administrators and staff.

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

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					
BRANCH					
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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					
Under general supervision of the Education Administrator I of the Focused Monitoring and Technical Assistance III (FMTA II) Unit; the Associate Director of Data, Monitoring, and Local Educational Agency (LEA) Support; and the Special Education Division Director, the Education Programs Assistant (EPA) will assist in providing technical assistance and monitoring to LEAs identified for Targeted Review in the Annual Determination Letter. The EPA will be assigned to projects to develop and analyze programs and complete other assignments as needed by the Division. Travel is required. 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.					
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					
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SUPERVISORY RESPONSIBILITIES					
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ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50

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

Assist in monitoring review activities including, but not limited to, Compliance and Improvement Monitoring process, student file reviews, and corrective action follow-up to ensure LEA compliance with state and federal special education laws and regulations. These monitoring activities may include onsite meetings with Special Education Local Plan Area (SELPA) personnel and LEA administrators and staff.

Relative % of Time Required: 25

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

With supervision, write, review, and edit documents and electronic files, including reports and correspondence related to monitoring activities; research, review, and analyze relevant materials and prepare written responses to letters and other inquiries from SELPA personnel and LEA administrators and staff members.

Relative % of Time Required: 15

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

In an assisted capacity, develop and provide presentations both virtually and at local, county, and regional sites for SELPA personnel and LEA administrators and staff members; provide technical expertise in the areas of special education and related services.

Relative % of Time Required: 5	☒ Essential Function ☐ Non-Essential Function
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Duties Performed	
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Relative % of Time Required:	☐ Essential Function ☐ Non-Essential Function
Duties Performed	

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