



PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant				Education Programs Consultant	
BRANCH					
Student Success and Career Readiness					
DIVISION			OFFICE		
			Office of School-Based Health and Safety Programs		
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	5147	174-400-2656-005	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 (EA I) of the Office of School-Based Health and Safety Programs, the consultant will provide consultation and technical assistance on school safety-related issues including but not limited to comprehensive school safety plans, bullying, cyber bullying, safe school planning, violence prevention, teen suicide, teen dating abuse, and child abuse prevention.					
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					
Reports directly to the Education Administrator I (EA I), of the Office of School-Based Health and Safety Programs (OSBHSP).					
SUPERVISORY RESPONSIBILITIES					
This position does not include supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position is eligible for telework in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment. Employee will be expected to sit at a desk for an extended duration, and walk or drive between CDE headquarters.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: <input style="width: 80%;" type="text" value="30"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p>Duties Performed</p> <p>Consult with school district/county office superintendents, county coordinators, program directors, and staff from other state agencies to implement and provide guidance for safe schools and crisis response, which will ensure departmental policies and mandates are being met by counties and districts in accordance with state and federal requirements. Write, review, and/or edit educational documents, including reports, frameworks, advisories, bill analyses, and requests for applications for local educational agencies, departmental staff, legislative staff, staff from other agencies and community organizations; research, review, and analyze relevant materials, such as national reports, state reports, and legislation; prepare written responses to letters and other inquiries; draft correspondence for the signature of management.</p>		

Relative % of Time Required: <input style="width: 80%;" type="text" value="20"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p>Duties Performed</p> <p>Provide leadership, consultation, and technical assistance to parents, students, Local Educational Agencies, legislators, CDE staff, and media on issues including bullying, cyberbullying, school safety, violence prevention, teen suicide, alcohol/drug abuse, and gang prevention.</p>		

Relative % of Time Required: <input style="width: 80%;" type="text" value="20"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<p>Duties Performed</p> <p>Provide technical assistance to selected districts to implement policies, processes and protocols to meet the management and care needs of students with chronic conditions (food allergies and asthma).</p>		

Relative % of Time Required: <input type="text" value="15"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
<p>Prepare bill analyses, talking points for management, and respond to letters, phone inquiries, and public records act requests.</p>		

Relative % of Time Required: <input type="text" value="10"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
<p>Provide leadership, consultation, and technical assistance in the development, coordination and implementation of strategies and programs to promote the Team California For Healthy Kids Initiative.</p>		

Relative % of Time Required: <input type="text" value="5"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
<p>Participate in staff meetings, keep Administrator apprised of the status of projects and problems, consult with other OSBHSP consultant staff on critical projects as needed, and perform other job-related duties as required.</p>		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Ability to communicate effectively verbally and in writing
 Ability to deliver presentation and comfortable with public speaking
 Ability to work independently and as a team member
 Ability to manage multiple competing program priorities
 Ability to work remotely with reliable internet access
 Knowledge of Microsoft Office Programs
 Ability to work well with various partners

PERSONAL CONTACTS

Contact with all levels of employees including Deputies, Directors, Managers, HR staff, any other staff at the Department of Education, and the field.

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