



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant				Physical Education Programs Consultant	
BRANCH					
Building Educational Success Together					
DIVISION				OFFICE	
Professional Learning Support				Professional Learning Support and Monitoring	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	4873	174-590-2656-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		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under general supervision of the Education Administrator I (EA I) in the Professional Learning Support and Monitoring Office (PLSMO) and Director of the Professional Learning Support Division, and working cooperatively with program units and managers throughout the California Department of Education (CDE), the Education Programs Consultant will work as a team leader, team member and/or independently to implement kindergarten through grade twelve (K–12) physical education (PE) program requirements in alignment with state requirements and in support of the Elementary and Secondary Education Act. This includes supporting statewide compliance program monitoring and technical assistance to local educational agencies (LEAs). Travel is required.					
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 EA I of the PLSMO.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position will require the incumbent to travel throughout the state to conduct program monitoring reviews at LEAs. Requires sitting for long periods of time while using a computer and reviewing documents. The work environment is fast-paced, can be demanding, and requires the incumbent to be flexible.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 50

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

Consultation: Implement the vision, mission, and goals of the State Board of Education, the State Superintendent of Public Instruction, and CDE. Provide monitoring, technical assistance, and statewide leadership on issues in K–12 PE. Respond to inquiries from local educational agencies, parents, community members, and other constituents, regarding educational practices to promote the social-emotional, physical health and well-being, and academic achievement of all students.

Relative % of Time Required: 25

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

Program Management: Keep current in state and federal laws and regulations that are relevant to the work of PLSMO. Provide analysis of proposed and amended laws regarding PE. Review, research, and process PE Uniform Complaint Procedures appeals.

Relative % of Time Required: 20

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

Research and Writing: Stay current on educational issues relating to professional development, California State Standards and Frameworks in PE. Write, review, edit, and otherwise prepare or process documents related to student health, PE, or other PLSMO topics. Review, analyze, and prepare reports regarding documents such as proposed legislation, statutes, and research. Prepare responses to all types of correspondence including correspondence for the signature of the manager and other executives in a timely manner. Review, analyze, and apprise manager regarding updating documents including CDE web pages related to the PLSMO programs. Develop and make presentations at meetings, conferences, and other venues, on programs administered by the PLSMO. Use various modes of delivery, including interactive workshops, PowerPoint, and other media.

Relative % of Time Required:	5	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Administrative Duties: Participate in staff meetings; keep supervisors apprised of the status of projects and obstacles on assignments and projects; and participate in any PLSMO projects.			

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

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

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires the incumbent to communicate effectively (orally and in writing) in regards to PE; develop and maintain knowledge and skills related to PE requirements, laws, and best practices; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

PERSONAL CONTACTS

Contact with all levels of department staff as well as 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

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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