



DUTY STATEMENT

PR LOG #: FR26-217

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Educational Programs Consultant					
BRANCH					
Building Educational Success Together					
DIVISION				OFFICE	
Multilingual Support Division				Technical Assistance and Monitoring Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	3127	174-645-2656-XXX	California Department of Education Headquarters	
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 from the Education Administrator I in the Technical Assistance and Monitoring Office and the Director of the Multilingual Support Division, and working cooperatively with program units and supervisors throughout the Department, the incumbent works on Title III and English learner (EL) programs. This position requires extensive review of documents and services related to Title III. Determinations are made of compliance based on state and federal laws, codes and regulations. Direct technical assistance to local education agencies (LEAs) and the public is provided by this position via telephone calls and emails.					
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					
Administrator I of the Technical Assistance and Monitoring Office.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
Sits for extended periods of time while using a computer and other standard office equipment under artificial lighting in a climate controlled high-rise building. Travel is required throughout the State to conduct Federally mandated monitoring of programs and services, and to attend technical assistance sessions.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 75

☒ Essential Function☐ Non-Essential FunctionDuties Performed

Examine LEA EL programs for compliance with service delivery requirements by following an established monitoring protocol. Program monitoring is conducted via online and on-site reviews. This process requires extensive travel. The documentation of analysis is recorded using the California Monitoring Tool. During on site reviews, the incumbent is responsible for scheduling and conducting meetings with parents and the community to verify compliance with state and federal requirements. Assistance is provided to LEAs in order to resolve non-compliant EL findings identified through the monitoring process. Topics include, but are not limited to, implementation, evaluation and placement of EL students, evaluation of EL instructional programs, appropriate and allowable use of Title III funds, parental involvement, English Learner Advisory Committee, District English Learner Advisory Committee, professional development for teachers, teacher authorizations, English language development materials, inventory of materials purchased with Title III funds.

Relative % of Time Required: 15

☒ Essential Function☐ Non-Essential FunctionDuties Performed

Provide LEAs with technical assistance regarding EL issues, implementation of state and federal programs for EL students, and language policy. Provide research, program updates, exemplary practices, and other information for the improvement of program services. Research and respond to requests for information on language acquisition issues. Respond to calls and requests for information. Work closely with education consultants in the Department to ensure services for English learners are addressed and maintained. Create and maintain databases and tracking logs, collect and analyze data. Travel is required three times a year for this essential function.

Relative % of Time Required: 5

☒ Essential Function☐ Non-Essential FunctionDuties Performed

Provide reports to the Legislature and perform legislative analysis. Assist and participate in conference planning activities. Collaborate with various state organizations whose mission is the improvement of English language development and world language instruction.

Relative % of Time Required: 5	☒ Essential Function ☐ Non-Essential Function
Duties Performed	
Participate in staff, division, and department meetings; keep supervisor apprised of the status of projects; 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	

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

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

This position requires consistent, regular attendance; effective oral & written communication; ability to present ideas clearly and concisely orally & in writing; developing and maintaining knowledge & skills related to assigned tasks, methodologies, materials, tools, and resources; effective, constructive, and cooperative working relationships; exercising tact, resourcefulness, & judgment; interpreting & applying education policy; analyzing situations accurately & taking effective action; completing assignments in a timely, efficient manner; and working effectively both independently & in diverse multi-task teams with shared decision-making capacity.

PERSONAL CONTACTS

Contact with all levels of departmental employees including consultants, managers, supervisors, administrators, directors, and external contractors. This position collaborates with members of the public, parents, teachers, school-site administrators, the CDE FPM office, and a multitude of other contacts.

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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