

DUTY STATEMENT

DS 3022 (06/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
EARLY CHILDHOOD AND YOUTH SERVICES DIVISION
YOUTH TRANSITIONS LEAD**

DUTY STATEMENT

JOB TITLE: Education Programs Consultant**POSITION #:** 472-585-2656-917**EMPLOYEE:**

POSITION DESCRIPTION: The Education Programs Consultant (EPC) performs complex consulting and analytical duties working with regional centers, Individuals with Disabilities Education Act (IDEA) Specialists, and other divisions throughout the Department. The incumbent works independently and as part of a team to provide technical assistance, supporting regional center consumers, ages birth to 22 years old. This position is responsible for supporting the Education Administrator I (EAI) in coordinating comprehensive, multi-faceted services for families, enhancing collaboration and transition efforts with other state departments and local partners including the California Department of Education (CDE), California Department of Rehabilitation (DOR), and local educational agencies (LEAs).

SUPERVISION EXERCISED: N/A

SUPERVISION RECEIVED: Reports to and under general supervision of the Education Administrator I, Youth Transitions Lead Unit.

EXAMPLES OF DUTIES:Essential Job Functions:

30% Lead interagency committees, workgroups or community engagement events providing information, resources, and training on elements of secondary transition, the special education, and Lanterman services. Consult with regional center and LEA staff, DOR staff secondary transition agency partners, student youth, and other interested partners to aid implementing services and support for school-age individuals receiving services from the regional center in preparation for life during and after high school. Represent the Department on the California team on the National Technical Assistance Center on Transition in national calls and conferences, councils and other state level boards, commissions, and/or committees. Participate in cross-agency committees, workgroups, and other interagency collaboration efforts to improved access to secondary transition programs, postsecondary education, independent living, complete integrated employment, and training opportunities for individuals receiving services from the regional center system and who are preparing to transition out of the K–12 education system.

- 20% Conduct research that includes legislative analysis, budget change proposals, within the Division. Represent the Early Childhood and Youth Services (ECYS) Division in collaboration with other state departments, local government agencies, and regional centers. Research educational issues related to alternative pathways to high school diploma, secondary transition and career counseling, inclusive postsecondary education options, and work-based learning programs that impact young adults; develop training, resources, and materials for regional centers and the Department to increase awareness of individual's options. Stay current on educational trends, and relevant statutory changes related to these subject matters and report information to the Department and regional center IDEA Specialists.
- 20% Utilize project management to promote and implement Master Plan initiatives that improve outcomes for youth and young adults served by the regional center system. Provide monthly updates on Master Plan Initiatives to ECYS leadership. Collaborate with Department Public Information Office, regional centers, DOR, and LEAs to increase awareness, promote preparation and planning for life after high school for elementary and middle school age individuals' educational trajectory to improve access to generic resources, assistive technology, attaining high school diploma via the alternative pathway, work experience, career exploration activities, and support networks including family empowerment centers and State Counsel on Developmental Disabilities.
- 15% Serve as contract monitor including developing scope of work, budget narrative, and detailed worksheets. Negotiate contract and contract renewal and/or amendment. Ensure contractors demonstrate satisfactory completion of contract deliverables. Conduct invoice review including tracking and processing of monthly invoice expenditures and progress reports. Facilitating contractor meetings to review progress in completing contract deliverables and providing technical assistance. Collaborate with the Department's accounting to process invoices and close out contract upon satisfactory completion of all contract deliverables.
- 10% Participate in Division meetings, keep supervisors apprised of the status of projects. Coordinate and facilitate the IDEA Specialist monthly meetings and trainings. Participate in regular conference with regional center IDEA Specialists.

Marginal Job Functions:

- 5% Assist other staff with critical project and other duties assigned within the scope of the classification.

WORKING CONDITIONS: This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time. Frequent contact with employees, regional center staff, and the public. Occasional statewide travel may be required.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, practices, laws, regulations, and trends in public and private elementary, secondary, and postsecondary education. Current trends in career, vocational counseling, independent living, and self-advocacy for individuals with intellectual and/or developmental disabilities. Regional center system including Early Start, Lanterman Act, Individuals with Disabilities Education Act Part C to B transition, and the transition from high school into postsecondary activities. Program planning techniques, experience with the state contracting process; contract monitoring and compliance, and research and statistical methods.

Ability to: Exercise creativity in the formulation and development of resources, materials, training education program design; independently conduct complex research and analytical studies of statute and regulations; apply educational policy. Present ideas clearly and concisely; establish effective working relationships with internal and external partners; and exercise tact, resourcefulness, and judgment with all groups. Independently manage a project within the resources provided; analyze statutes and regulations to make recommendations to leadership, develop, review and edit documents; establish and maintain project and departmental priorities; work effectively with administrative personnel in the Department and other governmental agencies.

CERTIFICATION OR LICENSE: Possession of a valid California administration credential or credential or life diploma of equivalent authorization or approved substitution.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.

Revised: June 2026