



DUTY STATEMENT

PR LOG #: FR 26-282

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant					
BRANCH					
Building Educational Success Together					
DIVISION				OFFICE	
Professional Learning Support				Professional Learning Innovations Office	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	3531	174-590-2656-070	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 Professional Learning Innovations Office (PLIO), in the Professional Learning Support Division (PLSD) and working cooperatively with program units and staff within the California Department of Education (CDE) and with designated internal and external parties, the Education Programs Consultant (EPC) is responsible for administering the Reading Instruction and Intervention Grant, the Literacy Professional Development Providers project, providing secondary support for the Comprehensive Literacy State Development Grant, and providing pre-kindergarten through grade twelve technical assistance to the field (including schools, districts, county offices of education, and families) with the goal of increasing student achievement and supporting ongoing professional learning for educators. In this capacity, the EPC works collaboratively to promote the State Literacy Plan (SLP); coordinate the statewide grant programs; and work within the Statewide System of Support to promote literacy-related professional learning that focuses on the California Standards, curriculum frameworks, and assessments.					
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 in the PLIO.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties, but may act as lead.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long periods of time sitting in front of a computer; repetitive use of hands, forearms, & fingers to operate computers, mouse, dual computer monitors, printers, and copiers. Work in a climate-controlled office under artificial lighting. Office is in a high rise building. Core business hours are M-F, 8-5p. Travel is required.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:

35

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

Grant Administration: Stay abreast of current literacy-related research, initiatives, and grant awards; provide technical assistance for subgrantees; deliver online and in-person trainings; provide ongoing technical assistance to regional subgrantees; review and approve budgets; work with organizational partners to conduct project evaluations; support the development and maintenance of an online repository of resources and grant program web pages; support statewide communities of practice with organizational partners; perform other duties as required.

Relative % of Time Required:

25

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

Product Development/Writing: Update and disseminate training about the Literacy Professional Development Programs, the Local Literacy Planning Toolkit; prepare State Board memos and items; update the SLP as needed; and prepare a wide range of other communications as needed, including legislative reports, responses to inquiries from interested parties, content for web pages, X account (formerly known as Twitter), statewide newsletters, executive correspondence, briefings, and talking points.

Relative % of Time Required:

25

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

Partnerships: Serve as the lead PLSD liaison to internal and external literacy-focused groups to create sustainable partnerships between local educational agencies (LEAs) and organizational grant partners; facilitate monthly and quarterly meetings with project partners and grant recipients; collaborate with the State Literacy Team and subgrantees to implement the SLP; work collaboratively with internal and external advisory teams to ensure inclusion of all student populations in information and publications meant for statewide dissemination; and work within the CDE to promote consistent messaging, exchange of information, and ongoing internal capacity building.

Relative % of Time Required:	15	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Administrative/Other Duties: Participate in staff meetings; keep supervisor apprised of the status of projects and issues; follow established workflow procedures; participate in conference and meeting planning activities; 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 the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers, supervisors, and Division Division Director in conducting PLSD activities. External contact with LEAs, district or county employees, applicants/candidates for the PLIO, other state agencies, and the U.S. Department of Education.

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

Duties Performed

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