



DUTY STATEMENT

PR LOG #: 26-139

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	2650	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 (OSBHSP) the consultant will provide consultation and technical assistance on school safety-related issues including but not limited to comprehensive school safety plans, bullying, cyberbullying, safe school planning, mental health, teen suicide, teen dating abuse, safe driving practices (e.g., cars, e-bikes and scooters), violence prevention, 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: 40

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

Provide statewide leadership, professional learning, consultation, technical assistance, and guidance to school districts, county offices of education, school or district safety teams, county coordinators, first responders, community-based organizations, and other partners regarding Comprehensive School Safety Plan and crisis response. Support LEAs in the development, implementation, evaluation, and continuous improvement of Comprehensive School Safety Plans and related policies, procedures, protocols, and prevention and intervention strategies in accordance with state and federal requirements. Provide guidance on school safety issues including emergency preparedness, crisis response, violence prevention, threat assessment and management, bullying and cyberbullying, teen dating abuse, child abuse prevention, substance use and gang prevention, safe driving practices, including e-bike and scooter safety, and emerging school safety concerns. Collaborate with CDE staff and state and local partners to promote coordinated, comprehensive, and evidence-informed approaches to school safety.

Relative % of Time Required: 25

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

Collaborate with the Office of School-Based Health and Safety Programs (OSBHSP) and other CDE programs to develop and implement integrated approaches to school safety that recognize the interconnectedness of physical safety, behavioral and mental health, suicide prevention, social-emotional learning, school climate, bullying and cyberbullying prevention, physical health, and student well-being. Develop and maintain effective working relationships with state agencies, including the California Department of Public Health, behavioral health partners, law enforcement and first responder organizations, county offices of education, LEAs, professional associations, higher education institutions, community-based organizations, and other statewide partners to coordinate on initiatives, resources, guidance, and technical assistance.

Relative % of Time Required: 20

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

Research, review, and analyze laws, regulations, policies, and best practices on school safety and school climate. Write and edit policy materials — reports, guidance documents, fact sheets, toolkits, bill analyses, and presentations — for LEAs, CDE staff, legislators, other agencies, and community partners. Respond to inquiries and draft correspondence for management's signature. Turn complex legal and policy information into clear, usable guidance for different audiences.

Relative % of Time Required:	15	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Monitor the progress of assigned projects and keep Administrator apprised of status of projects. Identify emerging school safety needs and barriers within the subject matter; and recommend strategies, resources, or improvements to management. Consult with staff on 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

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