



DUTY STATEMENT

PR LOG #: FR 26-284

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Programs Consultant				Education Programs Consultant	
BRANCH					
Legal, Audits and Charters					
DIVISION				OFFICE	
Charter Schools				Program and Policy	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	5277	174-120-2656-023	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 the general supervision of the Education Administrator I of the Program and Policy Office in the Charter Schools Division (Division), and working cooperatively throughout the California Department of Education (CDE), the Education Programs Consultant duties include, but are not limited to, the following:					
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 Education Administrator I of the Charter Schools Division.					
SUPERVISORY RESPONSIBILITIES					
This position does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position may require the incumbent to travel locally and nationally to attend and/or provide presentations at program-related meetings and conferences. This position 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**

Carry out other duties and special projects as assigned including, but not limited to, conducting policy analyses on issues of high priority to the Division; drafting regulations; preparing bill analyses and amendments to legislation; assisting in the review of charter schools funded through grant programs; drafting correspondence and training materials; and providing support and technical assistance to school districts and county offices of education regarding supervisory oversight responsibilities as chartering authorities.

Relative % of Time Required: 30

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

Review, analyze, and prepare documents related to charter school appeals, revocations, nonrenewals, closures, funding determinations, and other items for the SBE and Advisory Commission on Charter Schools.

Relative % of Time Required: 20

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

Directly monitor operations of SBE-authorized charter schools including, but not limited to, the responsibilities identified in California Education Code Section 47604.32. Schedule and conduct annual on-site visits of charter schools. Analyze data, reports, documents, plans, and other information about charter schools in the areas of academics, finance, governance, operations, and compliance. Ensure charter schools comply with all required reports, including but not limited to, the local control and accountability plan (LCAP), LCAP updates, the annual independent financial audit report, and other reports. Monitor the fiscal condition of charter schools. Prepare and draft reports and other documents regarding monitoring activities. Correspond with charter schools. Respond to questions, concerns, and complaints about charter schools. Review monthly status reports from charter schools and evaluate progress in meeting the SBE conditions of opening and operation. Verify evidence of liability and other insurance, evidence of legal identity, attendance accounting systems, and documentation of teachers' credentials and assignments.

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

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

Knowledge of principles, practices, and trends in public education, the California public school system, and of program planning techniques. Ability to present ideas clearly and concisely in oral and written form; establish effective working relations; organize and conduct information meetings; exercise tact, resourcefulness, and professional judgment; interpret and apply educational policy; analyze situations accurately and take effective action; and work effectively in both independent and diverse multi-task team environments and in a shared decision-making capacity.

PERSONAL CONTACTS

Communicate with all levels of employees including managers and supervisors at charter schools, school districts, county offices of education, and other organizations. Communicate with other internal units including the School Fiscal Services Division, Special Education Division, and others.

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
Vacant		

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
Craig Heimbichner		

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