



DUTY STATEMENT

PR LOG #: FR 26-283

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	0767	174-120-2656-034	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 State Board of Education (SBE) Oversight and Technical Assistance Office in the in the Charter Schools Division (Division), and working cooperatively throughout the California Department of Education (CDE), the Education Programs Consultant (EPC) is responsible for reviewing appeals submitted to the SBE for charter petitions that have been denied, non-renewed, or revoked by local school districts and county offices of education. Additionally, the EPC is responsible for developing charter school policies, programs, and procedures. The EPC's 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. Requires sitting for long periods of time while using a computer, 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: 45

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

Review appeals submitted to the SBE for charter petitions that have been denied, non- renewed, or revoked by local school districts and county offices of education. Analyze charter petitions and related materials. Coordinate with other divisions involved in the review process. Serve as the primary contact for petitioners, and district and county staff on charter school appeals submitted to the SBE.

Relative % of Time Required: 40

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

Develop detailed written analyses of charter petitions on appeal, describing findings and conclusions. Determine a recommendation and prepare both Advisory Commission on Charter Schools (ACCS) and SBE agenda items in accordance with Department guidelines and timelines for public documents. Attend all ACCS and SBE meetings, presenting agenda items, as necessary.

Relative % of Time Required: 10

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

Carry out other duties as assigned including, but not limited to, coordinating policy analyses in issues of high priority to the Division; drafting regulations; preparing bill analyses and amendments to legislation; drafting correspondence for the Superintendent Correspondence System and SBE, as necessary; attending relevant Division and Department trainings; and remaining informed on educational trends and relevant changes related to charter schools.

Relative % of Time Required:	5	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Provide consultative services and monitor assigned charter schools approved by the SBE. Tasks include, but are not limited to, the following: review monthly status reports from charter schools on their progress in meeting SBE conditions of opening and operation; verify evidence of liability and other insurance, and of legal identity; confirm attendance accounting systems; ensure documentation of teachers' credentials; and conduct annual site visit(s), as appropriate.			

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 principals, practices, and trends in public education and the California public school system; 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 judgment; interpret and apply educational policy; analyze situations accurately and take effective action; work effectively in both independent and diverse multi-task team environments and in a shared decision-making capacity.

PERSONAL CONTACTS

Contact with all levels of departmental employees including managers, supervisors, LEAs, SELPAs, other government agencies such as the California Department of Social Services, California Department of Developmental Services, Department of Finance, and other units within CDE, including the Special Education Division; community-based organization Pre-Kindergarten contractors; child care unions, advocates, and child care providers.

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