

EDUCATION CONSULTANT I

This is consultative work in providing technical assistance to local education agencies or to institutions in the community college system in the development, implementation, and evaluation of education programs. Employees providing consultation to local education agencies are assigned to subject matter areas such as English, mathematics, or science or to education support programs which cross curriculum lines and impact on the instructional process in all areas such as compensatory education, migrant education, and exceptional children. Employees providing consultation to institutions in the community college system are assigned to adult basic education, technological, or vocational programs. Work involves guiding the development and/or revision of curriculum, consulting on current instructional methodologies, and evaluating and advising on the use of instructional material. Employees are responsible for responding to requests for services and for identifying service delivery requirements based on changes in the education field generally and the assigned area specifically. Employees report to a senior consultant and/or an administrator.

I. DIFFICULTY OF WORK:

Variety and Scope - Work involves assisting in program implementation, curriculum and instructional development and revision, staff development, and program evaluation. Work assignments may involve assisting one agency or institution or participating in studies affecting the statewide system.

Intricacy - Work requires analysis of current educational practices and content and the identification of reasonable alternatives which might improve the instructional process.

Subject Matter Complexity - Employee must have a complete understanding of the program's purpose and objectives with an understanding of public education for all areas that have a relationship to this assigned work. In the area of a specific curriculum, the employee must be a technical and subject matter specialist (and usually certifiable).

Guidelines - These include General Statutes, State and Federal guidelines, State Board of Education, and State Community Colleges Board policy, rules, regulations, and guidelines, and departmentally established procedures which are usually based on General Statutes and Board policies.

II. RESPONSIBILITY:

Nature of Instructions - Employee receives broad generalized goals and objectives for total work activity with more specific instructions for short-term assignments. These instructions are provided through scheduled staff meetings, memoranda, and direct conferences with division director or other staff. Daily activities are self-planned and performed independently.

Nature of Review - Work is reviewed for technical soundness and for conformity to any general or specific guidelines. This review occurs through observation of work, review of finished products, discussions with departmental staff and with contacts or users of service in the state's system of public education. Periodic written or oral reports may be required in the evaluation of the work of this employee.

Scope of Decisions - Work affects the local education agency administrators, community/technical college, institute administrators and all levels of public school administrators/faculty/staff and has some impact on the educational processes in North Carolina's public school and community college system.

Consequence of Decisions - Decisions impact on the quality and effectiveness of the specific educational program assigned, on teacher salaries as they relate to certification and on teaching and other instructional methods as they relate to the educational process.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employee has contact with division director, assistant state superintendents, vice presidents, local superintendents and presidents, regional center directors, local education agency and institutional administrators, classroom teachers, PTA, curriculum supervisors, related divisions, and professionals in related disciplines.

Nature and Purpose - Employee provides consultative services on a full-range of educational programs to a broad range of users; provides staff development on particular educational programs/disciplines to public education administrators.

IV. OTHER WORK DEMANDS:

Work Conditions - Work occurs in offices, LEAs, community colleges and universities, state education agencies, regional education centers, as it pertains to program development and management.

Hazards - Bodily injury is generally unlikely.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of instructional methods and techniques, of current educational trends and developments, and of basic principles and theories of education. Specific knowledge of program or subject matter assignment within the position's area of concentration. Ability to establish and maintain effective working relationships with school administrators, educators, educational organizations, curriculum and/or program specialists at local, state, or federal level, and the general public; analyze classroom, curriculum, program, or administrative problems and to recommend possible solutions; formulate and to express ideas on educational issues and the ability to prepare thorough program evaluations and recommendations; and interpret rules, public school law, educational policies and to effectively communicate philosophies of education and ability to provide training to various levels of professionals in the field of education to which the position is assigned.

Minimum Education and Experience - A master's degree in the field to which assigned and a minimum of three years of specifically related experience in public education, with preference being given to recent experience as a teacher, curriculum specialist, supervisor, or administrator in the area of work assigned; or an acceptable equivalent combination of education and experience.

Administering the Class - For candidates with less than a master's degree, the education and experience will be carefully evaluated to determine if content may be acceptable in lieu of the master's program. The nature of work (curriculum or program administration) will be evaluated before the individual can be considered for this level of professional education classification. It should be understood that for some education consultant positions that the employee must be certified or certifiable by the Department of Public Instruction's Division of Certification and Standards before they can be considered for the position.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.