

### EDUCATION CONSULTANT III

This is consultative and administrative work in the development, implementation, and administration of a major education program or activity for the state's public education systems. Employees serve as assistant directors in divisions responsible for a major program or activity or serve as staff assistants directing the integration of services focusing on elementary education, secondary education, or a similar area of concentration. Work involves assisting in the management of the delivery of services based on requests from local education agencies or institutions in the community college system or legal requirements, monitoring educational trends and developments which create a need for further program development, and assisting in the implementation of program revisions. Employees are responsible for the delivery of consultative and administrative services in accordance with established policies, goals, and objectives. Employees report to a program director or higher level administrator.

#### I. DIFFICULTY OF WORK:

Variety and Scope - Work involves providing statewide direction and administrative support on technical leadership to a full-range of education programs including the coordination and management of the resources involved (budgets, personnel, equipment). Activities include curriculum and instructional development and revision, design of staff development programs, and coordination of activities with other education programs.

Intricacy - Work requires comprehensive analyses of educational needs, interpretation of state and federal laws, finalizing policy and legislation recommendations, and directing system evaluations. Activities require consideration of content, instructional processes, and resource generation and allocation.

Subject Matter Complexity - Work requires a comprehensive knowledge of the department's objectives and the relationships of all divisions and areas involved in the delivery of services by the agency and a comprehensive understanding of the subject matter and/or educational support area to which assigned. Employees are required to provide direction and administrative leadership to subordinates and to coordinate curriculum and, program management with other areas of the department and of the related educational community.

Guidelines - These include broad administrative and program guidelines usually in the form of general statutes, federal laws, and regulations, board policies, divisional, and regional services guidelines. Employees are responsible for the development of guidelines and for giving the general to specific interpretations to lower level consultants and educational specialists.

#### II. RESPONSIBILITY:

Nature of Instructions - Employees receive only general instructions from department head and other leadership staff. These instructions occur through staff meetings and through individual conferences with higher level officials up to and including the agency head.

Nature of Review - Employees perform in a highly independent manner. The agency head will evaluate program effectiveness through feedback from superintendents, institutional heads, and from elected and appointed boards of education and trustee groups.

Scope of Decisions - Decisions affect a broad range of educational areas even though the majority of program/administrative decisions will be in the specialized area or discipline to which the employee is assigned. These educational areas cover a broad range of disciplines, organizational structures, and political and governmental entities.

Consequence of Decisions - Decisions impact on the structure and delivery of assigned education program on a statewide basis.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contacts with a diverse cross-section of leaders within the field of education and government, ranging from kindergarten through college and university levels. Contacts are frequent with other governmental entities, boards, parent-teacher and other educational interest groups.

Nature and Purpose - Employees work with all levels of educators and governmental officials in the general development and implementation of educational policy. These interactions are to interpret the laws, rules, regulations, policies, and administrative procedures that affect institutions and local education agencies, from federal and state governments and from the boards and the related departments.

### IV. OTHER WORK DEMANDS:

Work Conditions - Work is performed in offices, conference rooms at state departments, local education agencies, community college institutions, and college and university environments.

Hazards - Bodily injury is generally unlikely.

### V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Comprehensive knowledge of: instructional methods and other aspects of educational administration; public educational programs and public school administrative procedures; the educational program to which assigned (this requirement may have the stipulation of state certification or certifiability as evidenced through the completion of specific prescribed coursework at the graduate or post-graduate levels); and educational administration and specific professional competencies required in the curriculum and instruction areas to which assigned. Ability to: coordinate and manage the professional services of the work unit with a wide-range of professional contacts; identify areas of professional work and to formulate and delegate those assignments accordingly; provide leadership to diverse professional and technical work activities and to appraise the completed assignments and the related work performance; and provide leadership to consultants, administrators, and peers in the educational area to which assigned.

Minimum Education and Experience - A master's degree in the field to which assigned and a minimum of five years of progressively responsible experience in the assigned area of education with at least two years being in a supervisory capacity; or an equivalent combination of education and experience.