

EDUCATIONAL PLANNING AND DEVELOPMENT CONSULTANT II

DESCRIPTION OF WORK

This is administrative work in planning and development activities for educational programs at the state and local levels.

Employees in this class are responsible for identifying, researching, studying, and evaluating policies, procedures, priorities, and proposals in planning or in the development of innovative educational programs and projects. Work includes coordinating activities with other agencies and programs; planning, designing, developing, and writing special projects and studies for state-wide and agency-wide application; coordinating and participating in the review and recommendation of planning and development projects for funds to the state educational agencies; consulting on planning and development activities at the request of federal, state, or local agencies; supervising and directing a staff of consultants in planning and developing new and innovative projects and programs; and evaluating data for possible use in planning and development. Duties are performed under the general direction of an Education Program Director or other higher level supervisor and are subject to review through periodic conferences and reports.

EXAMPLES OF DUTIES PERFORMED

Assists local education agencies in planning and developing proposals and conducting and evaluating experimental programs; assists in the development of a state plan for planning and development.

Prepares written materials for dissemination concerning innovative educational projects of planning.

Assists in designing or conducting training programs in activities involving planning and development.

Represents the state education agency at professional meetings, state and national conferences, and workshops related to planning and development.

Coordinates the development of a comprehensive planning program for the state educational agencies and any of its subdivisions.

Supervises a staff of professional and clerical personnel involved in planning and developing new and innovative educational projects and programs.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of federal, state, and local provisions, regulations, and objectives pertaining to planning and developing educational programs or projects.

Thorough knowledge of the methodology and techniques of educational planning and development.

Thorough knowledge of educational trends and developments and theories in education and educational research.

Ability to effectively convey ideas, in oral or written form, on planning and development to state and local educational agency personnel.

Ability to analyze and interpret organizational and procedural problems and to make alterations in existing systems.

Minimum Education and Experience

Master's degree in education or a special field to which assigned and four years of progressively responsible experience in public education with emphasis on planning and developing innovative programs; or an equivalent combination of education and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DIVISION

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