Education Program Consultant

Job Code	Job Title	Pay Grade
2003A3	Education Program Consultant	34

CONCEPT:
Provides leadership in developing, implementing, and evaluating statewide educational programs and in disseminating effective practices. Develops instructional materials, coordinates educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses. Collects, analyzes, and disseminates data for compliance reporting as well as policy makers with decision making.

TASKS:
- Provides leadership in designing and implementing educational programs and strategies.
- Assists others in understanding, interpreting, organizing and translating laws as they relate to administration of programs.
- Develops criteria and monitoring procedures for the evaluation of education programs.
- Works with schools to monitor and evaluate facilities, instructional aids, teacher qualifications, educational programs, educational outcomes, and conformance to state and federal education laws.
- Assists community and professional groups in determining local needs for specific education courses and recommend resource persons for specialized programs.
- Conducts reviews and submits reports to schools and institutions of higher education program providers to identify strengths and weaknesses and recommend measures to improve educational programs.
- Provides consulting services to school districts, and local educational agencies, professional organizations, vocational programs, and other state and local agencies, in areas such as effective schools, lifelong learning, guidance, health and safety, early childhood education, adult education, core curriculum areas, technical and professional education, special education, and nutrition.
- Develops curricular standards, instructional support materials, assessments, and professional development related to curriculum and school improvement issues.
- Administers federal and state-funded educational programs and grants by providing technical assistance, managing grant preparation and competitions, and monitoring schools compliance to state and federal education programs.
- Translates state and federal laws into data requirements, develops data collection methodologies, documents data collections, and trains local education agency staff to report timely and accurate data.
- Assists local education agency staff in using research and data to identify needs and to make policy and program decisions based on those needs.

LEVELS OF WORK
- Class Group consists of one class.

Minimum Requirements: Six years direct experience in a relevant degree field(s) as determined by the agency.

REF: 12/13
REV: 6/24
REV: 7/25