

### Class Concept

This is consultative and administrative work in providing technical assistance or planning and development activities for educational programs at the state and local levels or to institutions in the community college system in the development, implementation, and evaluation of education programs. Employees providing consultation to local education agencies/entities are assigned curriculum subject matter areas such as English/language arts, mathematics, science, or career technical; or to education support programs which cross curriculum lines and impact on the instructional process in all areas such as compensatory education, migrant education, exceptional children, and charter school administration; or provide education program development, training, and implementation. Employees providing consultation to institutions in the community college system may be assigned to an academic program, adult basic education, education technology, student services, or workforce continuing education program area. Work may involve guiding the development and/or revision of curriculum, consulting on current instructional methodologies, and evaluating and advising on the use of instructional material; or having responsibility for developing comprehensive planning programs, projects, and training for state-wide and agency-wide implementation; assisting local education agencies in the researching, planning and development of innovative projects to improve curriculum and instruction; and researching and evaluating data for use in program planning and development. Work also involves responding to requests for assistance from local education agencies/entities, institutions in the community college system, or from other educational programs in the development and/or revision of administrative practices and policies, the evaluation and revision of program components, and identifying service delivery requirements and funding sources based on changes in the education field generally and the assigned area specifically. Positions may serve as supervisors/leads over I level positions and/or serve as consultants in a highly specialized program area with broad scope, complexity, and responsibility and report to a higher level consultant or Education Program Director.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of instructional methods and techniques, educational planning and research administration and other aspects of education as it relates to the educational services of the work section and the subject matter assignment within the position's area of concentration.
- Ability to coordinate effective working arrangements with committee and work associates, educational administrators, parent-teacher and other organizations, and the general public; and provide leadership in the interpretation, in oral and written form, of complex laws, rules, regulations, and policies to a full-range of contacts.
- Ability to effectively convey ideas, in oral or written form, to federal, state, and local educational agency personnel.

#### Minimum Education and Experience

Master's degree in the education field to which assigned from an appropriately accredited institution and four years of specifically related experience in public education; or an equivalent combination of education and experience.