

### 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 serve as supervisors over lower level consultants in a broad program area or as a consultant in a highly technical area requiring coordination across department curriculum/education program areas. Positions report to an Education Program Director.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Comprehensive knowledge of instructional methods and other aspects of educational administration and research; public educational programs and public school administrative procedures; the educational program to which assigned; and educational administration and specific professional competencies required in the curriculum, instruction, or planning 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

Master's degree in the education field to which assigned from an appropriately accredited institution and five years of progressively responsible experience in the assigned area of public education with at least two of those years in a supervisory/lead capacity; or an equivalent combination of education and experience.