

## I. DESCRIPTION OF WORK

Positions in this banded class provide consultative work in providing assistance to teachers, faculty, curriculum supervisors, education/departmental administrators, deans, local education agencies, and educational programs/projects at the state and local levels, in the development, implementation, and evaluation of education programs/projects. Work involves assisting in the design and implementation of instructional strategies based on current instruction methodologies; developing, evaluating and advising on the use of curriculum/instructional materials; developing the measures and methods of evaluating the effectiveness of the educational programs and subsequent assessment of strategy effectiveness. Work may also include relating evaluation processes to specific educational placement, and planning the overall diagnostic program in the organization. Positions may be assigned to subject matter areas such as English, mathematics, or science or to education support programs, which cross curriculum lines and impact on the instructional process in all areas. Positions are responsible for responding to requests for services and for identifying service delivery requirements based on changes in the education field generally and the assigned area specifically.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level provide basic consultative services to professional staff in educational roles. Techniques used include direct student contact, administration of educational tests, consultation with teachers, and observation of students in the classroom. Duties involve a close working relationship with teachers, psychologists, educational directors, and other mental health professionals and are evaluated through conferences, analysis of written reports, and progress of students. Work involves the development of instructional materials and teaching strategies in support of educational programs.</p>	<p>Positions at this level provide specialized consultative services to professional staff in educational roles. They provide technical assistance in the development, implementation, and evaluation of education programs. Positions may provide consultation in specific assigned subject matter areas such as English, mathematics, or science or education support programs which cross curriculum lines and impact on the instructional process in all areas such as compensatory education, migrant education, and exceptional children. Positions providing consultation to institutions in the community college system are assigned to adult basic education, technological, or vocational programs. Work involves guiding the development and/or revision of curriculum, consulting on current instructional methodologies, and evaluating and advising on the use of instructional material.</p>	<p>Positions at this level provide advanced consultative and administrative work in the development, implementation, and administration of major education programs and/or activities. Work involves responding to requests for assistance from local education agencies, institutions in the community college system, or from other educational programs in the development and/or revision of curriculum content, administrative practices, and the evaluation of programs. Work involves directing the integration of services, assisting in the management of the delivery of services, monitoring educational trends and developments, and assisting in the implementation of program revisions.</p>

**III. COMPETENCIES**

Competency	Definition
<b>Consultation/Advising</b>	Ability to provide advice and counsel. Ability to understand client programs, organization and culture.
<b>Knowledge-Professional</b>	Knowledge of and professional skills in specific area(s) and keeps current with developments and trends in areas(s) of expertise. [Note: May require certification in a specific educational area.]
<b>Analytical Thinking</b>	Ability to identify issues and obtain relevant information. Ability to relate and compare data from different sources, and identify alternative solutions.
<b>Communication</b>	Ability to communicate information to individuals or groups; and deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
<b>Training</b>	Ability to lead and guide others to develop new skills or knowledge that will enhance their work. Ability to design, develop and/or deliver training programs.
<b>Research</b>	Ability to review and study relevant information from various sources to develop new information and identify primary and secondary authorities to validate.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL**

**Consultation/Advising**

Ability to provide advice and counsel. Ability to understand client programs, organization and culture.

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Ability to assist clients in the development of instructional strategies including determining long range and immediate curriculum needs and objectives.</p> <p>Ability to determine instructional goals and objectives relating to specific presentations, lectures, lecture series, or entire courses and suggest the appropriate media components, material organization and design, effective communication direction, work methods and standards, and personnel resource management.</p> <p>Ability to review content of materials, courses, class sequences, learner objectives, and determine the most effective teaching methods to communicate concepts and the design of instructional materials for a wide variety of subject areas.</p> <p>Ability to develop evaluation programs to meet the needs of students either on a group or individual basis.</p>	<p>Ability to serve as specialist in developing programs and innovative projects designed to supplement and improve education programs/projects.</p> <p>Ability to assist in planning and writing of new programs and services which have agency-wide or state-wide implications.</p> <p>Ability to assist in the development of the mission, objectives and goals of the organization.</p> <p>Ability to serve as a specialist responsible for developing measures and methods of evaluating the effectiveness of educational projects.</p> <p>Ability to serve as test development specialist and curriculum specialist to assure that items/tests are aligned with the curriculum.</p> <p>Ability to determine if curriculum is being measured in the most efficient and cost-effective manner.</p> <p>Ability to lead advisory groups comprised of teachers and curriculum specialist in the development, review, editing and revision of performance and multi-choice test items.</p> <p>Ability to review courses and instructor performance and intervene when necessary.</p>	<p>Ability to provide advanced technical assistance and direction in broad educational programs, services or activities.</p> <p>Ability to serve as section supervisor responsible for setting work priorities for staff based on objectives of assigned program(s) and service(s).</p> <p>Ability to possibly serve as regional coordinator or assistant division director responsible for the delivery of services of the assigned region/division.</p> <p>Ability to provide statewide or regional consultative service and administrative support to a full range of educational programs and usually involving the coordination or management of resources involved (budgets, personnel, and equipment).</p> <p>Ability to provide program and policy interpretation to local boards of education, boards and trustees, and by policy making boards at the state level.</p>

**Knowledge-Professional**

Knowledge of and professional skills in specific area(s) and keeps current with developments and trends in areas(s) of expertise. [Note: May require certification in a specific educational area.]

Contributing	Journey	Advanced
<p>Basic knowledge of educational/learning theories and principles.</p> <p>Basic knowledge of teaching methodology and techniques.</p> <p>Basic knowledge of instructional design systems, communications theory, and education materials production techniques.</p> <p>Basic knowledge of educational measurements for students with special learning needs.</p> <p>Basic knowledge of classroom techniques and academic activities at each educational level.</p> <p>Basic understanding of a wide variety of subject areas for which materials are produced.</p>	<p>Working knowledge of instructional methods and techniques, and of principles and theories of education.</p> <p>Working understanding of the program's/project's purpose and objectives and an understanding of public education for all areas that have a relationship to the assigned work. If assigned work is in the area of a specific curriculum, the employee must be a technical and subject matter specialist that may require special certification.</p> <p>Working knowledge of federal, state, and local provisions, regulations, and objectives pertaining to planning and developing educational programs and projects.</p> <p>Working knowledge of modern developments, trends, and theories in education and educational research.</p> <p>Working knowledge of the standard measures and statistical tools used in educational research.</p> <p>Working knowledge of the different types of research and methods of gathering, analyzing, interpreting, and evaluating data.</p>	<p>Full knowledge of the region/division/program objectives, purpose, educational policies and intended approaches to its service delivery.</p> <p>Full understanding of curricular and instructional scope of the areas assigned and/or the education support role of the division, section, or unit.</p> <p>Full knowledge of instructional methods and techniques and of other aspects of education as it relates to the educational services of the organization.</p> <p>Full knowledge of the subject matter assignment within the position's area of concentration and educational administration techniques.</p>

**Definitions:**

*Basic knowledge* - The span of knowledge minimally necessary to complete defined assignments.

*Working knowledge* - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

*Full knowledge* - The broad scope of knowledge on the job that is beyond journey competencies.

**Analytical Thinking**

Ability to identify issues and obtain relevant information. Ability to relate and compare data from different sources, and identify alternative solutions.

Contributing	Journey	Advanced
<p>Ability to interpret standardized educational tests, correlate results with class observations, and recommend specific academic placement and classroom activities.</p> <p>Ability to interpret findings to staff planning conferences.</p> <p>Ability to develop evaluation instruments to measure the effectiveness of instruction.</p> <p>Ability to analyze course/lecture objectives and identify key concepts.</p> <p>Ability to analyze learning situations and educational measurements and make recommendations for placement based on sound criteria.</p>	<p>Ability to plan, design, and promote measures of evaluation, particularly with respect to tests, research projects, statistical analysis, and other research procedures.</p> <p>Ability to review and ensure consistency in standards across projects and across academic years.</p>	<p>Ability to provide comprehensive analysis and interpretations of state and federal laws, draft policy recommendations and proposed changes in legislation, and coordinate the more complex and sensitive program evaluations.</p> <p>Ability to analyze and interpret organizational and procedural problems and make alterations in existing systems.</p>

**Communication**

Ability to communicate information to individuals or groups; and deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to prepare written proposals, interim reports, and final reports, including results, conclusions, and recommendations.</p> <p>Ability to convey ideas, in oral or written form, on research and evaluation techniques and methodology to state and local education agency personnel.</p> <p>Ability to assist in writing reports and disseminating research findings at meetings and conferences and answer general questions about the reports/findings.</p>	<p>Ability to make presentations at the National, State, and local level to share program/project findings.</p> <p>Ability to collaborate with team members and advisory groups to guide and inform the work scope.</p> <p>Ability to co-author reports and manuscripts.</p>	<p>Ability to coordinate the service delivery through lower level consultants and educational specialists and other administrators.</p> <p>Ability to communicate with division directors, regional directors, LEA administrators, and other educators and budget officials on the total aspects of the related educational program/project.</p>

**Training**

Ability to lead and guide others to develop new skills or knowledge that will enhance their work. Ability to design, develop and/or deliver training programs.

Contributing	Journey	Advanced
<p>Ability to plan and teach workshops related to the educational program/project.</p>	<p>Ability to provide in-service workshops and conferences on assessment and program improvement in specialized area of expertise.</p>	<p>Ability to coordinate training through lower level consultants and educational specialists and other administrators.</p>

**Research**

Ability to review and study relevant information from various sources to develop new information and identify primary and secondary authorities to validate.

Contributing	Journey	Advanced
<p>Ability to assist in conducting research concerning best practices in media content development and production, types of instructional materials, most effective content and methods and best learning environments in the assigned education program/project area.</p>	<p>Ability to use methodology and techniques of educational research as they apply to planning, designing and developing agency-wide and statewide programs and projects.</p> <p>Ability to collaborate with teams of education and business partners exploring scope and support for educational applications.</p>	<p>Ability to coordinate, conduct, and evaluate research activities.</p> <p>Ability to formulate and supervise advisory groups concerning research, development, implementation and evaluation of specific educational programs/projects.</p> <p>Ability to coordinate and participate in the review and recommendation of research projects for funds to state education agencies.</p>

**V. MINIMUM TRAINING & EXPERIENCE**

Master’s degree in education, special education, instructional design, educational technology, educational media, or related discipline with coursework in curriculum development or learning theory; or a Bachelor’s degree in the assigned discipline and two years of experience in teaching, educational testing, or instructional design and curriculum development; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.