

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EDUCATION CONSULTANT

JOB DESCRIPTION

Employees in this job consult with, and provide assistance to, local school district officials to enhance or improve educational programs, ensure conformance with State Board of Education rules, policies, and procedures, and/or to ensure that program funding is expended in accordance with federal or state guidelines.

There are three classifications in this job.

Position Code Title – Education Consultant-E

Education Consultant 12

This is the intermediate level. The employee carries out an expanding range of professional education consultant assignments while learning the methods of the department's operation.

Education Consultant P13

This is the experienced level. The employee performs a full range of professional assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Education Consultant-A

Education Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Functions as liaison between the Superintendent of Public Instruction, local school districts, and the public.

Visits schools and advises administrators and others on instructional and curriculum problems, teacher education, grant program requirements, and/or other school program areas.

Conducts and participates in conferences, workshops, and public meetings with school board members, school superintendents, teachers, and citizen groups on various school issues.

Provides assistance to local communities in initiating, evaluating, and improving their education programs.

Encourages school district representative's participation in and compliance with federal and state educational programs.

Advises school officials in the initiation, evaluation, and improvement processes of their programs with particular reference to the requirements and plans of the State Board of Education.

Coordinates and monitors state and federally funded school grant programs and their expenditures to ensure compliance with program criteria.

Reviews requests for grant monies in conjunction with program criteria and recommends approval or disapproval of proposals.

Gathers data and compiles reports of grant program compliance and expenditures.

Consults and advises state, national, and private agencies regarding education programs.

Conducts and participates in education research and educational studies; interprets research findings to school officials.

Prepares and edits research materials.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Education Consultant 14 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Education Consultant 14 (Senior Worker)

Performs on a regular basis professional education consultant assignments which have been recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the philosophies, objectives, and techniques in the field of education.

Knowledge of the principles and practices of curriculum planning and instructional methods applicable in elementary and secondary education.

Knowledge of the theories and techniques involved in organizing and implementing education programs.

Knowledge of the laws and regulations pertaining to the field of education.

Knowledge of recent developments and current literature in the field of education.

Knowledge of grant funding and budgeting processes.

Knowledge of reporting methods related to the work.

Ability to analyze the conditions and needs of local school districts and make recommendations for improvements or corrections accordingly.

Ability to provide leadership in the field of instruction to boards of education and school administrators.

Ability to conduct and participate in workshops, in-service education conferences, and public meetings.

Ability to obtain cooperation from teachers, school administrators, the public, and others in carrying out the programs of the Department of Education.

Ability to conduct research, document findings, and interpret results to educators and the public.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

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Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Education Consultant 14 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some employees may be required to travel.

Physical Requirements

None.

Education

Possession of a master's degree in a field of education.

Experience

Education Consultant 12

One year of administrative or consultative experience in the field of K-12 or early childhood education.

Education Consultant P13

Two years of administrative or consultative experience in the field of K-12 or early childhood education, including one year equivalent to an Education Consultant 12.

Education Consultant 14

Three years of administrative or consultative experience in the field of K-12 or early childhood education, including one year equivalent to an Education Consultant P13.

Alternate Education and Experience

Education Consultant 12

Five years of teaching experience may be substituted for the experience requirement.

Education Consultant 12 and P13

Possession of a bachelor's degree with a major in education combined with a master's degree in a subject area may be substituted for the education requirement.

Possession of a doctorate degree in education may be substituted for the experience requirement.

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Special Requirements, Licenses, and Certifications

Some positions may require a current or past possession of a Michigan's teacher's certificate or one comparable to the one issued in Michigan.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
EDUCCST

Job Code Description
Education Consultant

Position Title

Position Code

Pay Schedule

Education Consultant-E
Education Consultant-A
Education Consultant-A

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W22-045
W22-050
NERE-152

ECP Group 2
Revised 6/1/06
TeamLeaders