

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EDUCATION GUIDANCE CONSULTANT

JOB DESCRIPTION

Employees in this job function as professional Education Guidance Consultants, completing a variety of assignments to assist local school districts, colleges, and technical institutions with their guidance and counseling programs.

There are two classifications in this job.

Position Code Title – Education Guidance Consultant-E

Education Guidance Consultant 12

This is the intermediate level. The employee performs an expanding range of professional education guidance consultant assignments in a developing capacity.

Education Guidance 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 used to make decisions in carrying 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.

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.

Advises personnel of elementary and secondary schools, community colleges, and technical institutes in the establishment and improvement of student guidance and counseling programs.

Provides assistance to schools in the development of techniques for evaluating guidance, counseling, and testing programs.

Develops preparation programs for professional guidance workers in conjunction with college personnel.

Plans and directs guidance and counseling workshops and conferences.

EDUCATION GUIDANCE CONSULTANT

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Prepares bulletins and other publications related to guidance and counseling for distribution to schools.

Coordinates work with other divisions of the Department, and those agencies providing related services.

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

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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

Knowledge of the principles and practices of education guidance and counseling.

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

Knowledge of laws and regulations pertaining to education guidance and counseling.

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

Knowledge of the principles of psychology and social work.

Ability to analyze the needs of local communities as related to guidance and counseling and make recommendations accordingly.

Ability to provide leadership in the field of guidance and counseling to boards of education, school administrators and others.

Ability to evaluate guidance, counseling, and testing programs.

Ability to plan and direct guidance and counseling workshops and conferences.

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Employees may be required to travel.

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Physical Requirements

None.

Education

Possession of a master's degree in guidance and counseling, school psychology, educational psychology, or school social work.

Experience

Education Guidance Consultant 12

One year of consultative or administrative experience in the field of educational guidance and counseling.

Education Guidance Consultant P13

Two years of consultative or administrative experience in the field of educational guidance and counseling, including one year equivalent to an Education Guidance Consultant 12.

Alternate Education and Experience

Education Guidance Consultant 12

Five years of experience as a guidance counselor may be substituted for the experience requirement.

Education Guidance Consultant 12 and 13

Possession of a doctorate degree in guidance and counseling, school psychology, or school social work may be substituted for one year of the required experience.

Special Requirements, Licenses, and Certifications

None.

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

EDUCGDCST

Job Code Description

Education Guidance Consultant

Position Title

Education Guidance Consultant-E

Position Code

EDGDCSTE

Pay Schedule

W22-045