

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**SCHOOL DISTRICT CONSULTANT**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to assist local boards of education and school administrators in their management activities.

There are four classifications in this job.

**Position Code Title - School District Consultant-E**

School District Consultant 11

This is the entry level. As a trainee, the employee carries out a range of professional school district consultant assignments while learning the methods of the work.

School District Consultant 12

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

School District Consultant P13

This is the experienced level. The employee performs a full range of professional school district consultant 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.

**Position Code Title - School District Consultant-A**

School District 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.

Advises school boards and administrators in the areas of drug abuse, school desegregation, school organization and planning, driver education, and nutrition education programs, and non-public school issues.

Assesses the needs of the school district and makes recommendations as to the most adequate and economical means of meeting the needs.

Interprets to school administrators the application of legislation relating to the assigned program.

Determines compliance with the laws, regulations, and rules relating to the assigned program as needed.

Attends conferences and meetings and serves on various committees.

Plans and/or conducts continuing education workshops or classes to further program goals and provide staff development opportunities to local school districts.

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

Performs related work as assigned.

### **Additional Job Duties**

#### **School District 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.

#### **School District Consultant 14 (Senior Worker)**

Performs on a regular basis professional school district consultant assignments which are 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 principles of school management.

Knowledge of the problems associated with managing a school district.

Knowledge of the laws and regulations related to the assigned program.

Knowledge of the relationship between school administrators and the community.

Ability to assess the needs of a school district and make recommendations accordingly.

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

Ability to interpret legislation, and to determine compliance with the laws, regulations, and rules relating to the assigned program.

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.

### **Additional Knowledge, Skills, and Abilities**

#### **School District Consultant 14 (Lead Worker)**

Ability to set priorities and assign work to other professionals.

Ability to organize and coordinate the work of others.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

*None*

## **Education**

Possession of a master's degree in education or a field related to education program administration (non-academic).

## **Experience**

### **School District Consultant 11**

No specific type or amount is required.

### **School District Consultant 12**

One year of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management equivalent to a School District Consultant 11.

### **School District Consultant P13**

Two years of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management, including one year equivalent to a School District Consultant 12.

### **School District Consultant 14**

Three years of post master's, professional experience in school program management in a consultative capacity or administrative experience in school program management, including one year equivalent to a School District Consultant P13.

## **Alternate Education and Experience**

### **School District Consultant 12 - 14**

Possession of a doctorate degree in education or a field related to education program administration (non-academic) may be substituted for one year of the experience requirement.

## **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**

SCHDSTCST

### **Job Code Description**

SCHOOL DISTRICT CONSULTANT

### **Position Title**

School District Consultant-A

School District Consultant-E

### **Position Code**

SCHDCSTA

SCHDCSTE

### **Pay Schedule**

W22-050

W22-090

NW

03/19/2019