

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**VOCATIONAL EDUCATION CONSULTANT**

**JOB DESCRIPTION**

Employees in this job function complete or oversee a variety of professional assignments to assist local educators and communities with the development, implementation, and evaluation of vocational education programs.

There are three classifications in this job.

**Position Code Title – Vocational Education Consultant-E**

Vocational Education Consultant 12

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

Vocational Education Consultant P13

This is the experienced level. The employee performs a full range of professional vocational education 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 – Vocational Education Consultant-A**

Vocational 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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Provides assistance to local educators in the development and improvement of vocational education programs in such areas as agriculture, home economics, office, trades, and technical subjects.

Prepares needed material in curriculum development and program planning for the use of local educational agencies.

Conducts conferences with vocational education teachers to improve their procedures and efficiency.

Advises school administrators concerning reimbursement for vocational education programs, including procedures to be followed and standards to be met.

Develops and coordinates studies to determine the need for vocational-technical education programs and facilities.

Develops plans for establishing programs as a result of studies.

Conducts studies in specific occupations to determine vocational education needs.

Advises teacher education institutions regarding the pre-service and in-service education of vocational teachers.

Prepares articles for publication, and radio, television, or personal presentations regarding vocational education.

Coordinates activities and programs, which are similar in nature between Job Training Partnership Act, vocational education, general education, and special education.

Oversees and monitors state and federally funded, vocational education programs.

Interprets state and federal legislation, and transfers it into guidelines and communications to local educational agencies.

Conducts meetings with business and industry officials to explain vocational programs, solicit their support, and to maintain current knowledge of businesses in order to advise school districts in their program areas.

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

Performs related work as assigned.

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### Additional Job Duties

#### Vocational 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.

#### Vocational Education Consultant 14 (Senior Worker)

Performs on a regular basis professional vocational education 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 and practices of vocational education.

Knowledge of the principles and practices of curriculum planning and instructional methods appropriate for vocational education.

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

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

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

Considerable knowledge of the procedures and standards to be met to qualify for reimbursement for vocational education programs.

Ability to make recommendations in regards to the development and improvement of vocational education programs.

Ability to prepare materials and conduct conferences that assist local educators in the area of vocational education.

Ability to conduct studies to determine the need for vocational educational programs and to develop plans to establish programs.

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**

Vocational 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 vocational education or in a subject area related to vocational education.

### **Experience**

Vocational Education Consultant 12

One year of administrative or consultative experience in the field of vocational education.

Vocational Education Consultant P13

Two years of administrative or consultative experience in the field of vocational education, including one year equivalent to a Vocational Education Consultant 12.

Vocational Education Consultant 14

Three years of administrative or consultative experience in the field of vocational education, including one year equivalent to a Vocational Education Consultant P13.

### **Alternate Education and Experience**

Vocational Education Consultant 12

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

Vocational Education Consultant 12, P13

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

### **Special Requirements, Licenses, and Certifications**

Possession of a teaching certificate comparable to the one issued in Michigan (current or past) and Endorsement in Vocational Education.

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**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**

VOCEDUCST

**Job Code Description**

Vocational Education Consultant

**Position Title**

Vocational Education Consultant-E

Vocational Education Consultant-A

**Position Code**

VOEDCSTE

VOEDCSTA

**Pay Schedule**

W22-045

W22-050

ECP Group 2  
Revised 6/1/06  
TeamLeaders