

CLASSIFICATION: EDUCATION CONSULTANT II

Class Code: 3952-27

Date Established: 03-07-66

Occupational Code: 7-3-1

Date of Last Revision: 08-07-14

BASIC PURPOSE: To implement educational program objectives by reviewing recommendations, interpreting data, drawing conclusions, and planning and promoting short and long term goals or strategies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Evaluates and monitors educational programs that impact on the statewide population of students.
- Develops and implements educational programs.
- Organizes training sessions and workshops to provide current information, direction and motivation to educators.
- Advises local educational agencies and business and professional organizations on new educational methods and programs and recommends changes in curriculum for existing programs.
- Analyzes and interprets federal and state legislation and regulations for the purpose of implementing educational programs and to ensure compliance with accepted state and agency policies or regulations.
- Creates, designs and develops materials to assist and instruct the educational community, parents and other involved agencies and parties in various educational programs to ensure the provision of appropriate public education.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a major study in Education or a Master's degree relevant to the position vacancy.

Experience: Seven years' experience in the field of education, five years of which must be relevant experience in the area where the vacancy exists.

License/Certification: Eligibility for NH educational certification.

SPECIAL REQUIREMENTS:

Verification of education credentials by designated Department of Education personnel and a minimum of two years as an Education Consultant I required for in-house promotion to Education Consultant II.

RECOMMENDED WORK TRAITS: Extensive knowledge of administration, teaching methods, materials, problems and subject material relating to the teaching of a specified program of education at all school levels. Extensive knowledge of educational standards and registration procedures of a public education department. Familiarity with pertinent laws and regulations, and ability to interpret statutory provisions to local school authorities and the public. Ability to plan and organize teacher training institutes and determine the scope of training for school teachers. Ability to formulate and administer rules and regulations for the proper conduct of an educational program. Ability to write comprehensive educational programs. Ability to develop and maintain harmonious relationships with educational associates, governmental officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.