

CLASSIFICATION: EDUCATION CONSULTANT III

Class Code: 3953-28

Date Established: 03-07-66

Occupational Code: 7-3-1

Date of Last Revision: 08-07-14

BASIC PURPOSE: To plan, develop and coordinate educational programs, including establishing and defending education policies and standards for program operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops state plans for the implementation of educational programs by establishing long range policies, goals, objectives and standards.
- Evaluates the operation of educational programs and prepares annual performance and data reports documenting the use of federal funds.
- Supervises and directs the research and analysis of information used in planning, implementing and evaluating the effectiveness of educational programs and services.
- Explains and defends current or long range educational policies, including testifying on legislative bills or representing the agency in an official capacity.
- Analyzes and interprets state and federal laws and regulations to recommend agency policy and rules related to major state educational programs and services.
- Monitors activities of subordinate Education Consultants to ensure compliance with federal laws, state regulations and agency policy as required.

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 organizational 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 delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

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 an approved college or university with a major study in Education or a Master's degree relevant to the position vacancy, plus thirty (30) additional hours of approved graduate study, workshops, seminars and/or training sessions in the field of education obtained subsequent to the Master's degree.

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.

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 on an educational program. Ability to write comprehensive educational programs. Possession of unique skills or background. Outstanding accomplishment in field of state service. Panel of peers and supervisors recommend individual for promotion to this level. 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.