

Education Consultant 1

I. KIND AND LEVEL OF WORK

Under limited supervision, an employee in this class performs professional educational program development, delivery, support and/or research work. Positions at this level may provide support to a major education program(s), doing research and providing technical information to school districts and local education agencies, or are responsible for coordinating and administering a small education program(s).

II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Consultant 1 class provide research and technical support to a major education program or administer a small education program. Positions in the Education Consultant 2 class differ from the 1 level as they have greater specialized professional education program knowledge and perform advanced professional education program administration and direct the delivery of services for an education program of moderate size or a component of a large program with statewide impact on schools, parents and community groups and provide guidance and technical expertise in administration, implementation and compliance.

III. EXAMPLES OF WORK/DUTIES

- Lead the planning, development and delivery of services for the assigned education program(s), determining suitable strategies and objectives, developing and coordinating activities, scheduling timelines, providing training and sharing information with team members, reviewing and recommending program funding, and evaluating, monitoring and reporting on progress, problems and solutions to all stakeholders, so that program outcomes and objectives are achieved according to desired timelines and schools and students receive the maximum benefit from available resources.
- Provide technical assistance in administration, implementation and compliance for the education program and guide the development and implementation of communications so that stakeholders receive timely, accurate, and accessible information about program goals, priorities, guidance, funding and issues.
- Lead the planning, development and coordination of training programs and workshops for authorizers, school staff, school leaders and project partners so that federal and state regulations, policy, program goals, and requirements are clear and understood and the program(s) comply with all requirements.
- Serve as the data steward to support the education program, coordinating research and data collection, analysis, and reporting and retention functions, so that data is current, accurate, accessible and managed efficiently, information is presented in a clear and concise

format, and the agency is able to appropriately carry out its regulatory reporting responsibilities.

- Review educational program agreements and other necessary administrative or funding functions against statutory requirements and other established standards, policies and procedures to ensure compliance.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Theory and practice of the teaching/learning process and curriculum development, implementation and evaluation processes sufficient to apply to assigned programs.
- Principles and practices of educational program evaluation and the assessment of student achievement sufficient to design and implement evaluation programs, summarize data, and provide findings to program administrators.
- Educational trends, issues and developments occurring in an assigned field sufficient to recommend their incorporation into statewide programs.
- The structure and function of Minnesota's educational system sufficient to recommend solutions to programmatic and operational questions.
- Laws, rules, and policies which govern the operation of Minnesota's public and non-public schools sufficient to apply and interpret them to local education agency staff and other stakeholders.
- Principles and practices of research and analysis techniques sufficient to formulate study design and methodology.

Skills in:

- Effective and engaging teaching, interpretation, and presentation practices and processes.
- Human relations sufficient to facilitate meetings of persons with diverse and opposing viewpoints, contribute to collaborative projects, and negotiate the best program direction or solution.
- Interpreting statutes, rules, policies, best practices, and other guidance to provide accurate technical assistance to recipients.
- Communicating clearly, professionally and with plain language with a variety of diverse communities and stakeholders sufficient to conduct engaging training programs and workshops, make effective presentations to explain and promote educational programs, and deliver difficult messages to those who may not be supportive.
- Using business, virtual, video editing and social media technology and software applications to develop documents and presentations, research and disseminate information of a professional nature, and build professional networks.
- Budgeting to allocate and monitor use of funds.

Ability to

- Write convincing and well-documented reports, publications and correspondence sufficient to clearly communicate program initiatives and changes and technical subjects to diverse nontechnical audiences.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Education Specialist 1, 07/1967

REVISION HISTORY

Established 07/1967

Revised 12/1969, 04/1992

Title Change: 6/2024