

Education Consultant 2

I. KIND AND LEVEL OF WORK

Under limited supervision, an employee in this class performs advanced education program administration. Positions at this level lead the administration of a supportive or moderate-sized educational program, coordinate delivery of services, and provide guidance and technical expertise to school districts and assist with education program compliance monitoring.

II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Consultant 2 class have greater specialized professional education program knowledge. At this level, incumbents direct supportive and moderate-sized education programs with greater discretion in administering the program and less oversight than at the Education Consultant 1. Positions at the Education Consultant 2 level differ from the Education Consultant 3 classification because, at the Education Consultant 3 level, incumbents have broad knowledge of education programs, greater discretion to lead and direct large education programs, and encounter more issues that require creative decision-making.

III. EXAMPLES OF WORK/DUTIES

- Lead the planning and development of supportive and moderate-sized educational services or programs, consulting with local school administrators, instructional and support staff at the pre-school, K-12, post-secondary and adult levels; identifying and analyzing trends; determining the need for operational changes in services to meet program objectives; and developing and implementing annual work plans to plan for future administrative needs and coordinate effective use of state and federal program resources.
- Develop administrative guidelines, procedures and efficiencies in delivery of services of assigned education program for school districts and coordinate reporting needs with other state programs to meet the intent of legislation or agency goals.
- Provide technical guidance including disseminating best practice strategies and designing and implementing trainings and training materials to communicate legislative requirements, policies, and procedures and program purpose, resolve common operational problems, and improve program operations.
- Develop and negotiate solutions to unusual problems within program guidelines for educators, school administrators, agency staff and policymakers to increase adherence to education program requirements and improve program operations.
- Direct the data collection processes for monitoring the education program by developing business rules, reporting structures and guidelines, tracking the review of records, and

developing preliminary monitoring reports, and assisting with onsite visits to evaluate program effectiveness and monitor program compliance with federal and state laws.

- Provide special and comprehensive reports or draft legislation, identifying problems and operational issues including the impact of policy on operations, to support effective use of state and federal program resources.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Theory and practice of educational program administration and development sufficient to evaluate program initiatives, make recommendations to meet future administrative and operational needs and critique local education staff.
- Principles and practices of educational administration sufficient to design and implement reporting systems and evaluate results.
- Educational theory, administrative fundamentals, Minnesota's educational structure, and state and federal legislation governing specific programs sufficient to resolve issues that require constructive thinking and identify and recommend alternatives that meet program and legislative intent.
- Principles and practices of the learning process.

Skills in:

- Human relations sufficient to lead, motivate and persuade agency and local education staff and administrators in resolving problems while understanding opposing views, competing relationships, and local and state interests.
- Result measurement and qualitative and quantitative analysis to evaluate program results, review the analytical methods proposed/used, and communicate these in program guidelines and standards for programs.
- Budgeting sufficient to allocate and monitor use of funds.

Ability to:

- Write convincing and well documented reports to communicate program initiatives and changes and translate technical and complex data and information into meaningful information that is clearly understood by various stakeholders.
- Communicate in public to conduct engaging workshops and make effective presentations to explain and promote educational programs.
- Serve as a technical expert before departmental policy committees, other public forums and national conferences.
- Review the analytical methods of other public program professionals and design and develop public program guidelines and standards.
- Design, implement, and evaluate measurement projects; assess the program planning processes sufficient to determine or verify program compliance; write reports, publications and correspondence sufficient to communicate clearly technical subjects to a diverse audience.
- Apply compliance standards, make program compliance decisions, and identify red flags or areas of concern.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Education Program Specialist, 12/2012

REVISION HISTORY

Established 12/2012

Revised 06/2024

Title Change 06/2024