

SCHOOL PROGRAM CONSULTANT

NATURE OF WORK IN THIS CLASS

This is specialized professional education administrative work involving the development, coordination and implementation of specialized education programs or functions.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in the development of component objectives, course of study and their guides, supplemental instructional materials and related assessment procedures.

Schedules, plans and conducts meetings and workshops with elementary/secondary teachers, aides, and school administrators.

Monitors and coordinates curriculum activities pertaining to specialized area.

Observes and assists individual teachers for the purpose of curriculum clarification, classroom management, proper materials utilization and teaching, techniques.

Assists and participates in teacher staff development activities; conducts demonstration lessons when necessary and/or requested and serves as a resource person to teachers and various department standing committees.

Implements needs assessment plans and activities in area of specialty.

Assists the textbook adoption committee in the review and selection of textbooks and materials for instruction.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of pedagogy and curriculum.

Knowledge of the current principles, methods and techniques used in the administration of educational specialty area.

Ability to develop, organize, coordinate and implement specialized educational programs/functions.

Ability to interpret, apply and make decisions in accordance with local and federal laws, rules, regulations and other appropriate program guidelines.

Ability to evaluate program effectiveness and recommend and implement changes to enhance effectiveness.

Ability to write educational proposals and program materials using given guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three years of professional teaching experience in area of educational specialty, and graduation from a recognized college or university with a Master's degree in education, including 18 semester hours of professional education credits; or
- B. Three years of professional teaching experience in area of specialty, graduation from a recognized college or university with a Bachelor's degree in area of specialization, including 18 semester hours of professional education credits, plus at least 18 graduate semester hours beyond the Bachelor's degree; or
- C. Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

SPECIALTY AREAS

TESOL
Remedial Math
Remedial Reading
Science
Bilingual/Bicultural
Math
Physical Education
Basic Skills

Social Studies
Language Arts
Music/Art
Health Education
Special Education
Early Childhood Education
Vocational Education
In-service Training

ESTABLISHED: JULY 1980
AMENDED: JUNE 1983
AMENDED: MARCH 1985
AMENDED: JUNE 1995

PAY GRADE: N

HAY EVALUATION:

KNOW HOW:	E12	230
PROBLEM SOLVING:	E3 (38%)	87
<u>ACCOUNTABILITY:</u>	<u>E1C</u>	<u>100</u>
TOTAL POINTS:		417



ELOY P. HARA
Executive Director
Civil Service Commission