

EDUCATIONAL CONSULTANT COMPETENCY PROFILE

Description of Work: This is consultative work in providing assistance to teachers, faculty, curriculum supervisors, education/departmental administrators, deans, local education agencies, and educational programs/projects at the state and local levels, in the development, implementation, and evaluation of education programs/projects. Work involves assisting in the design and implementation of instructional strategies based on current instruction methodologies; developing, evaluating and advising on the use of curriculum/instructional materials; developing the measures and methods of evaluating the effectiveness of the educational programs and subsequent assessment of strategy effectiveness. Work may also include relating evaluation processes to specific educational placement, and planning the overall diagnostic program in the organization. Employees may be assigned to subject matter areas such as English, mathematics, or science or to education support programs, which cross curriculum lines and impact on the instructional process in all areas. Employees are responsible for responding to requests for services and for identifying service delivery requirements based on changes in the education field generally and the assigned area specifically.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level provide basic consultative services to professional staff in educational roles. Techniques used include direct student contact, administration of educational tests, consultation with teachers, and observation of students in the classroom. Duties involve a close working relationship with teachers, psychologists, educational directors, and other mental health professionals and are evaluated through conferences, analysis of written reports, and progress of students. Work involves the development of instructional materials and teaching strategies in support of educational programs.</p>	<p>Positions at this level provide specialized consultative services to professional staff in educational roles. They provide technical assistance in the development, implementation, and evaluation of education programs. Employees may provide consultation in specific assigned subject matter areas such as English, mathematics, or science or education support programs which cross curriculum lines and impact on the instructional process in all areas such as compensatory education, migrant education, and exceptional children. Employees providing consultation to institutions in the community college system are assigned to adult basic education, technological, or vocational programs. Work involves guiding the development and/or revision of curriculum, consulting on current instructional methodologies, and evaluating and advising on the use of instructional material.</p>	<p>Positions at this level provide advanced consultative and administrative work in the development, implementation, and administration of major education programs and/or activities. Work involves responding to requests for assistance from local education agencies, institutions in the community college system, or from other educational programs in the development and/or revision of curriculum content, administrative practices, and the evaluation of programs. Work involves directing the integration of services, assisting in the management of the delivery of services, monitoring educational trends and developments, and assisting in the implementation of program revisions.</p>

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COMPETENCY PROFILE**

Competency	Definition
Consultation/Advising	Provides advice and counsel, understands client programs, organization and culture.
Knowledge-Professional	Demonstrates a designated level of professional skills and/or knowledge in specific area(s) and keeps current with developments and trends in areas(s) of expertise. [Note: May require certification in a specific educational area.]
Analytical Thinking	Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.
Communication	Communicates information to individuals or groups; delivers presentations suited to the characteristics and needs of the audience. Clearly and concisely conveys written information orally or in writing to individuals or groups to ensure that they understand the information and the message. Listens and responds appropriately to others.
Training	Leads and guides others to develop new skills or knowledge that will enhance their work, designs, develops and/or delivers training programs.
Research	Reviews and studies relevant information from various sources to develop new information; identifies primary and secondary authorities to validate.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

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Consultation/Advising

Provides advice and counsel, understands client programs, organization and culture.

Contributing	Journey	Advanced
<p>Assists clients in the development of instructional strategies including determining long range and immediate curriculum needs and objectives.</p> <p>Determines instructional goals and objectives relating to specific presentations, lectures, lecture series, or entire courses and suggests the appropriate media components, material organization and design, effective communication direction, work methods and standards, and personnel resource management.</p> <p>Reviews content of materials, courses, class sequences, learner objectives, and determines the most effective teaching methods to communicate concepts and the design of instructional materials for a wide variety of subject areas.</p> <p>Develops evaluation programs to meet the needs of students either on a group or individual basis.</p>	<p>Serves as specialist in developing programs and innovative projects designed to supplement and improve education programs/projects.</p> <p>Assists in planning and writing of new programs and services which have agency-wide or state-wide implications.</p> <p>Assists in the development of the mission, objectives and goals of the organization.</p> <p>Serves as specialist responsible for developing measures and methods of evaluating the effectiveness of educational projects.</p> <p>Serves as test development specialist and curriculum specialist to assure that items/tests are aligned with the curriculum.</p> <p>Determines if curriculum is being measured in the most efficient and cost-effective manner.</p> <p>Leads advisory groups comprised of teachers and curriculum specialist in the development, review, editing and revision of performance and multi-choice test items.</p> <p>Reviews courses and instructor performance and intervenes when necessary.</p>	<p>Provides advanced technical assistance and direction in broad educational programs, services or activities.</p> <p>Serves as section supervisors responsible for setting work priorities for staff based on objectives of assigned program(s) and service(s).</p> <p>May serve as regional coordinators or assistant division director responsible for the delivery of services of the assigned region/division.</p> <p>Provides statewide or regional consultative service and administrative support to a full range of educational programs and usually involves the coordination or management of resources involved (budgets, personnel, equipment).</p> <p>Provides program and policy interpretation to local boards of education, boards and trustees, and by policy making boards at the state level.</p>

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Knowledge – Professional

Demonstrates a designated level of professional skills and/or knowledge in specific area(s) and keeps current with developments and trends in areas(s) of expertise. [Note: May require certification in a specific educational area.]

Contributing	Journey	Advanced
<p>Thorough knowledge of educational/learning theories and principles.</p> <p>Thorough knowledge of teaching methodology and techniques.</p> <p>Thorough knowledge of instructional design systems, communications theory, and education materials production techniques.</p> <p>Thorough knowledge of educational measurements for students with special learning needs.</p> <p>Thorough knowledge of classroom techniques and academic activities at each educational level.</p> <p>Basic understanding of a wide variety of subject areas for which materials are produced.</p>	<p>Considerable knowledge of instructional methods and techniques, and of principles and theories of education.</p> <p>Complete understanding of the program's/project's purpose and objectives and an understanding of public education for all areas that have a relationship to the assigned work. If assigned work is in the area of a specific curriculum, the employee must be a technical and subject matter specialist that may require special certification.</p> <p>Considerable knowledge of federal, state, and local provisions, regulations, and objectives pertaining to planning and developing educational programs and projects.</p> <p>Considerable knowledge of modern developments, trends, and theories in education and educational research.</p> <p>Considerable knowledge of the standard measures and statistical tools used in educational research.</p> <p>Considerable knowledge of the different types of research and methods of gathering, analyzing, interpreting, and evaluating data.</p>	<p>Comprehensive knowledge of the region/division/program objectives, purpose, educational policies and intended approaches to its service delivery.</p> <p>Considerable understanding of curricular and instructional scope of the areas assigned and/or the education support role of the division, section, or unit.</p> <p>Advanced knowledge of instructional methods and techniques and of other aspects of education as it relates to the educational services of the organization.</p> <p>Advanced knowledge of the subject matter assignment within the position's area of concentration and educational administration techniques.</p>

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Analytical Thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Contributing	Journey	Advanced
<p>Interprets standardized educational tests, correlates results with class observations, and recommends specific academic placement and classroom activities.</p> <p>Interprets findings to staff planning conferences.</p> <p>Develops evaluation instruments to measure the effectiveness of instruction.</p> <p>Analyzes course/lecture objectives and identifies key concepts.</p> <p>Analyze learning situations and educational measurements and make recommendations for placement based on sound criteria.</p>	<p>Plans, designs, and promotes measures of evaluation, particularly with respect to tests, research projects, statistical analysis, and other research procedures.</p> <p>Reviews and ensures consistency in standards across projects and across academic years.</p>	<p>Comprehensive analysis and interpretations of state and federal laws, drafting policy recommendations and proposed changes in legislation, and coordinating the more complex and sensitive program evaluations.</p> <p>Analyzes and interprets organizational and procedural problems and makes alterations in existing systems.</p>

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Communication

Communicates information to individuals or groups; delivers presentations suited to the characteristics and needs of the audience. Clearly and concisely conveys written information orally or in writing to individuals or groups to ensure that they understand the information and the message. Listens and responds appropriately to others.

Contributing	Journey	Advanced
<p>Prepares written proposals, interim reports, and final reports, including results, conclusions, and recommendations.</p> <p>Conveys ideas, in oral or written form, on research and evaluation techniques and methodology to state and local education agency personnel.</p> <p>Assists in writing reports and disseminating research findings at meetings and conferences and answers general questions about the reports/findings.</p>	<p>Makes presentations at the National, State, and local level to share program/project findings.</p> <p>Collaborates with team members and advisory groups to guide and inform the work scope.</p> <p>Co-authors reports and manuscripts.</p>	<p>Coordinates the service delivery through lower level consultants and educational specialists and other administrators.</p> <p>Communicates with division directors, regional directors, LEA administrators, and other educators and budget officials on the total aspects of the related educational program/project.</p>

Training

Leads and guides others to develop new skills or knowledge that will enhance their work, designs, develops and/or delivers training programs.

Contributing	Journey	Advanced
<p>Plans and teaches workshops related to the educational program/project.</p>	<p>Provides in-service workshops and conferences on assessment and program improvement in specialized area of expertise.</p>	<p>Coordinates training through lower level consultants and educational specialists and other administrators</p>

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Research

Reviews and studies relevant information from various sources to develop new information; identifies primary and secondary authorities to validate.

Contributing	Journey	Advanced
Assists in conducting research concerning best practices in media content development and production, types of instructional materials, most effective content and methods and best learning environments in the assigned education program/project area.	<p>Uses methodology and techniques of educational research as they apply to planning, designing and developing agency-wide and statewide programs and projects.</p> <p>Collaborates with teams of education and business partners exploring scope and support for educational applications</p>	<p>Coordinates, conducts, and evaluates research activities.</p> <p>Formulates and supervises advisory groups concerning research, development, implementation and evaluation of specific educational programs/projects.</p> <p>Coordinates and participates in the review and recommendation of research projects for funds to state education agencies.</p>

Minimum Training and Experience: Masters degree in education, special education, instructional design, educational technology, educational media or related discipline stressing either curriculum development or learning theory or a four year degree in the field to which assigned and two years of experience in teaching, educational testing, or instructional design and curriculum development, or an equivalent combination of education and experience.

Degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be specifically applicable to all positions.