

Position Title: Educational Consultants
Department: Curriculum, Instruction and Assessment
Reports To: Asst. Supt. of CIA
Prepared By: MEC Date: 12/10/03
Approved By: Board of Ed. Date: 01/21/04

SUMMARY: Assist local school district in the development and maintenance of comprehensive school improvement/school development programs. Provide leadership and coordination for a variety of educational and student services offered by the Calhoun Intermediate School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Work cooperatively with the Asst. Supt. of Curriculum, Instruction and Assessment to plan School Improvement programs for staff and other administrators.
- Assist local districts in planning, developing and implementing mandated School Improvement initiatives.
- Develop, coordinate or implement an ISD wide professional development program consistent with the needs of local school districts which supports School Improvement and instructional technology.
- Develop procedures for approval and distribution of consortium funding for School Improvement.
- Assist with grant coordination, management and evaluation.
- To assist local districts in their understanding and use of data.
- Provide leadership and coordination for a variety of programs/services such as Core Curriculum Development, Accreditation, District School Improvement Teams, Building School Improvement Teams and School Development.
- Serve as a trainer, broker, or facilitator of various professional development activities.
- Work cooperatively with local building administrators, teachers, counselors and other school staff.
- Provide leadership in the area of instructional technology as an integrated process through school improvement activities.
- Provide leadership at the CISD for enhancing the ISD as a center for learning and technology.
- Support and exhibit lifelong learning and knowledge and use best practice in educational improvement.
- Provide information to local districts regarding state and federal initiatives and legislation.
- Adhere to Board Policies.
- Maintain Confidentiality.

SUPERVISORY RESPONSIBILITIES: Secretary to Consultant for School Improvement Services. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

DRUG FREE WORKPLACE REQUIREMENT:

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master in Arts plus minimum of 3 years classroom experience and previous administrative experience. Minimum of one year experience as full or part-time in a School Improvement program as a Coordinator/Administrator/Chairperson

CERTIFICATES, LICENSES, REGISTRATIONS: Valid teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the school and business communities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Must have strong communication and interpersonal skills. Must have strong technology skills, i.e. skilled at using PC format computer, lap top, and other educational technology and software. Ability to use e-mail and familiar with Internet Access. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close and distance vision. Frequent driving is required while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.