

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Title:	Educational Consultant/Gifted Consultant
Reports To:	Director of Leadership and Learning
Employment Status:	As Determined by the Director of Leadership and Learning
Days:	As Determined by the Director of Leadership and Learning
MOESC Salary Schedule:	Ed Consultant / TAG Coord
FLSA:	Exempt

QUALIFICATIONS

- Master's degree in education (preferred), B.A. or B.S. degree in education
- Appropriate Ohio Educator license
- Valid Ohio Gifted Endorsement/license
- Administrative or supervisory experience desired
- Successfully pass BCI/FBI background checks
- Valid driver's license
- Possess strong written and oral communication skills
- Expertise in how to improve student learning through the implementation of high-quality evidence-based instructional strategies
- Knowledge of how to analyze and use student and adult implementation data to drive instruction
- Three (3) years successful administration and/or teaching experience (gifted experience preferred)
- Valid Administrator/Supervisor license (preferred)
- Experience providing professional development and coaching (preferred)

GENERAL DESCRIPTION

The Gifted Educational Consultant provides leadership and technical assistance related to all of gifted services. The Gifted Educational Consultant will provide support and leadership to the district staff that instruct students who are identified as gifted in accordance with the state's Gifted Operating Rules and Procedures. The Gifted Educational Consultant will assist districts with interpretation and implementation of Ohio's Gifted Operating Standards including the identification of gifted students and other enrichment opportunities for K-12 students. Program/curriculum development, direct service activities, coordination of gifted and student enhancement services, strategic development and school planning are roles of the Gifted Educational Consultant. The Gifted Educational Consultants also assist districts/schools with ongoing data analysis as a basis for identifying and monitoring implementation of district and

school improvement goals, strategies and action plans. Gifted Educational Consultants may assist districts with curriculum development/implementation in accordance with Ohio's Learning Standards, model curricula and assessment protocols.

ESSENTIAL FUNCTIONS/SKILLS

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.

- Utilize data sources to promote district/building goal setting and improvement strategies
- Develop/implement professional development for district administrators and teachers to support Ohio standards and evidence-based practices, especially as it aligns with state gifted requirements
- Actively participate in the ongoing development and assessment of ESC consortium provided products, programs and services designed to improve student achievement
- Support district and school personnel in the design of gifted education services
- Consult with school district personnel regarding gifted education issues relating to strategic planning and the development of school improvement plans
- Assist district and school personnel in the ongoing evaluation of the effectiveness of gifted education services, including input from parents of gifted students
- Knowledgeable about current gifted statutes, regulations and reporting
- Assist district and school personnel in ensuring district compliance with gifted accountability requirements including the maintenance of EMIS records and documentation
- Provide professional learning opportunities for all district staff related to gifted services and intervention strategies
- Identify gifted students
- Assess student progress and modify the instructional program as needed
- Consult with classroom teachers regarding students' instructional program and participation
- Communicate with parents, teachers and school officials concerning the participation and progress of students in the gifted education program
- Contribute time and effort to collaborative district projects run by the Mid-Ohio ESC
- Develop additional professional skills and techniques appropriate for working with gifted students and in the differentiation of instruction
- Attend Mid-Ohio ESC required staff and team meetings in support of the Mid-Ohio ESC mission
- Lead and organize assigned Mid-Ohio ESC student events
- Perform additional duties as assigned

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participate in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

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.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

EVALUATION

Performance of this job will be evaluated by the Director of Leadership & Learning or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.