

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Title:	Educational 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

- A Master's degree in education (preferred), B.A. or B.S. degree in education
- Three (3) years of successful classroom teaching and/or administration experience
- Appropriate Ohio Educator license
- 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
- Valid Administrator/Supervisor license (preferred)
- Possess a gifted endorsement (preferred) or the willingness to obtain a gifted endorsement
- Experience providing professional development and coaching (preferred)

GENERAL DESCRIPTION

The Educational Consultant provides leadership and technical assistance related to all aspects of curriculum, instruction and assessment development and implementation to district and school personnel in Mid-Ohio Educational Service Center (Mid-Ohio ESC) client districts. Educational Consultants assist districts with curriculum development/implementation in accordance with current legislation and Ohio's guidance and current standards and evidence-based practices. Consultants also provide direct modeling and instructional supports to teachers. Education Consultants also assist districts/schools with the Ohio Improvement Process, including ongoing data analysis as a basis for identifying and monitoring implementation of district and school improvement goals, strategies and action plans.

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.

- Assist in ongoing development and assessment of district curricula, mapping, curriculum guides, formative and summative assessments and materials selection processes in accordance with Ohio requirements and guidelines
- Lead building, district and ESC curriculum, instruction and assessment initiatives, including modeling and instructional coaching as well as systems design and support.
- Utilize data sources to promote district/building goal setting and improvement strategies
- Coordinate and evaluate curriculum, instruction and assessment implementation with the district as it relates to individual student success plans
- Develop/implement professional development for district administrators and teachers to support academic content standards/common core implementation and improved student achievement
- Actively participate in the ongoing development and assessment of ESC consortium provided products, programs and services designed to improve student achievement
- Facilitate and/or participate in the district's Ohio Improvement process to assist with district and school improvement data analysis, goal setting, action planning and implementation monitoring.
- Attend ESC required staff and team meetings in support of the Mid-Ohio ESC mission
- Contribute time and effort to assigned events run by the Mid-Ohio ESC
- 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

- Participates in professional development that relates to the position
- Seeks to be a leader in technology integration
- Stays current on education issues and initiatives
- 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 and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students, 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.