

Educational Service Center of Lake Erie West Job Description

POSITION TITLE: School Improvement Consultant

EMPLOYMENT STATUS: Full Time; Exempt

LICENSURE/CERTIFICATION/QUALIFICATIONS:

1. Masters Degree with graduate credit in curriculum and instruction
2. Ohio Department of Education license as either a principal or administrative specialist (EDAS) in curriculum, instruction, and professional development; or Ohio Department of Education certification as a principal, supervisor, or other appropriate administrative certification.

CONTRACT: Employment contract is contingent upon availability of funding; contract days determined by the ESC Governing Board; other terms and conditions of employment as per the ESC Governing Board policies and procedures.

SALARY: Commensurate with experience, education, and areas of responsibility

DESCRIPTION: The School Improvement Consultant will promote school improvement by assisting administrators and teachers in the local districts to systematically plan, articulate, and implement the curriculum, instruction and assessment program of the district in order to improve student achievement. The School Improvement Consultant will also coordinate programs and activities in which the local and area schools participate.

POSITION RESPONSIBILITIES:

1. Promote school improvement by assisting administrators and teachers in the local districts to systematically plan, articulate, and implement the curriculum, instruction and assessment program of the district.
2. Provide individual and/or small group support and consultation to teachers/administrators in the local districts in the areas of curriculum, instruction and assessment.
3. Collaborate in the design and implementation of standards-based curriculum; assist in maintaining and revising courses of study to ensure compliance with state mandates.
4. Develop and facilitate educational projects, programs, and activities for the local districts and the ESC.
5. Identify, develop, deliver and evaluate systemic and coordinated professional development programs for teachers and school administrators that promote school improvement and student achievement.
6. Facilitate school improvement and student achievement through collection and dissemination of data.

Educational Service Center of Lake Erie West Job Description

7. Perform specific analytical assignments including qualitative, quantitative, and statistical analysis of data.
8. Develop reports of data analysis and interpretation of findings.
9. Act as resource person for classroom teachers regarding resource materials and instructional delivery.
10. Serve as a liaison between the ESC and other educational agencies, organizations and community education agencies to achieve cooperative and professional goals.
11. Be involved in seeking, writing, or implementing grants from federal, state, local, or private foundation funds.
12. Prepare and submit all required reports.
13. Seek opportunities to improve skills and grow professionally; attend all required meetings and in-services.

SKILLS, ABILITIES AND KNOWLEDGE:

- Knowledge of Ohio Content Standards
- Knowledge of current testing programs (i.e. Ohio Achievement Tests, Ohio Graduation Tests)
- Knowledge of current educational issues and best practices
- Knowledge of mandated assessment tools
- Knowledge of problem solving processes and creative thinking skills
- Ability to demonstrate best practices
- Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications including Microsoft Office
- Ability to maintain accurate records
- Ability to analyze and interpret data (e.g. assessment data)
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with co-workers, teachers, staff, school and district administrators
- Ability to work with teachers and administrators to demonstrate ways of supporting student achievement
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described 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 duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee

Educational Service Center of Lake Erie West Job Description

must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision.

The noise level in the work environment is relatively quiet but may escalate in group or event settings.

This position may require local travel. This position may also require attendance at meetings outside of regular work hours (e.g. early morning, evening).

This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed and the demands of maintaining effective communication with a variety of stakeholders.

ADDITIONAL REQUIREMENTS:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at the ESC.

The employee must complete a satisfactory background.

The employee shall have a valid driver's license or available transportation.

The employee's responsibility is to familiarize him/herself with the ESC Staff Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.