



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

**Instructional Consultant for General Education Students K-12**

### **Job Summary:**

The Instructional Consultant serves in a consultative/supportive role with staff, students, parents, and representatives from local districts and community agencies. Responsible for coordination, development, and implementation of instructional practices within assigned areas within a Multi-Tiered System of Supports (MTSS) framework.

### **Essential Duties (May include, but not limited to):**

1. Provides instructional and consultative services for students.
2. Provides consultation to classroom staff in areas such as instructional methods, evaluation, problem solving, and conflict management.
3. Communicates and works cooperatively with families, school district personnel, and community agencies to promote and facilitate the development and delivery of instruction.
4. Participates in district MTSS meetings when appropriate.
5. Assists teachers with designing instruction based on assessment data.
6. Assists in the development, maintenance, and documentation of student's Plan of Care and related service provision.
7. Prepares reports to facilitate and document student services.
8. Provides teachers resources and training related to instruction and curriculum.
9. Demonstrates knowledge of current research-based methodologies and instructional strategies that engage students.
10. Provides instructional strategies and evidence-based practices using data to monitor progress.
11. Provides coaching and modeling of evidence-based practices to staff.
12. Demonstrates knowledge of using a variety of assessment tools.
13. Provides support in analyzing student assessment data.
14. Develops, implements, and evaluates applications of technology for instructional programs.
15. Assists in the coordination, development, and implementation of transitional services.

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### **Essential Duties Continued:**

16. Consults, counsels, and collaborates with parents, school personnel, students, and appropriate community agencies regarding behavioral and educational concerns developed in a multi-tiered system of support.
17. Consistently models Win-Win leadership.

### **Other Duties:**

1. May serve as a resource for the development of department budget and district plan goals related to the assigned area.
2. May serve as a resource person to local school district school improvement teams related to the assigned area of responsibility.
3. Represents the district on various community agencies and professional organizations as appropriate to the assigned area.
4. Performs other related duties as assigned.

### **Qualifications:**

Education:

Master's degree required; valid Michigan teacher certificate required.

Experience:

Minimum of three years of successful teaching experience.

Skills/Other:

Ability to assist staff with the implementation of their job responsibilities and demonstrated skills in team planning. Ability to consult with administration regarding the individualized needs of students. Excellent written and oral communication skills. Excellent interpersonal skills. Ability to work a flexible workday, work week, and work year. Ability to travel to and from the intermediate school district to constituent districts as needed. Ability to utilize district technology and work to maintain proficiency, as required skills sets change with technology and/or the needs of the district. Demonstrated physical stamina. Demonstrate honesty, integrity, and professionalism at all times. Exhibit emotional stability, exercise good judgment, and make decisions in accordance with board policies and administrative guidelines.

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### Special Job Considerations:

Certification: Required

Type of Certification: Teacher Certification; Preferred endorsement in one or more areas of special education.

Bargaining Unit: GIEA

Salary Schedule: Certificated Salary Schedule

Immediate Supervisor: Director of Compliance and Special Services Administration or Supervisor

Supervision:

Date: September 02, 2021; June 14, 2022; June 28, 2023, August 22, 2023

Approved: TLH: sg 

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