

# EDUCATION CONSULTANT

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



<b>Department:</b>	Teaching and Learning
<b>Reports To:</b>	Director of Teaching and Learning/ Teaching and Learning Program Manager
<b>Group/FLSA Status:</b>	Certified Staff (CSA) / Exempt
<b>Revised:</b>	06/12/2019

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Education Consultant assists with the implementation of education-related services, provides technical assistance in school improvement planning and professional development services for area schools and school districts.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Assists schools and districts in the development and implementation of school improvement strategies to support and increase student achievement;
- Accesses, organizes, and analyzes state and local data for schools and districts;
- Coordinates regional professional development strategies and assists schools and districts with coordination of local professional development activities;
- Participates in planning meetings and training activities with other SWWC staff, MDE staff, and with other specialists;
- Prepares and presents information to small and large groups in an organized and effective manner;
- Serves as the liaison between MDE content area specialists and the School Leadership Teams/School Principal;
- Collaborates with building leadership teams and administration to implement evidence-based findings to promote professional growth;
- Maintains constant communication with school administration and staff;
- Provides good public relations and customer service with member districts, staff and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of an Education Consultant;
- Comprehensive knowledge of multi-tiered systems of support;
- Comprehensive knowledge of curriculum and Minnesota Academic Standards;
- Thorough knowledge of professional development and assessment;
- Ability to facilitate groups;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with school district staff, school leadership teams, specialists, and MDE;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with school district staff, school leadership teams, specialists, and MDE;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software as part of the service delivery model.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Bachelor's Degree;
- Moderate experience in a job-related field.

## **LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Minnesota Licensure as a Teacher from Department of Education;
- Valid Driver's License.

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Teaching and Learning or Teaching and Learning Program Manager;
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Considerable business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed year round.
- Standing long periods of time while presenting.
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.*