



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO  
JOB DESCRIPTION  
**CONSULTANT**

**Minimum Qualifications:**

- Master's degree or higher
- 3 to 5 years of successful classroom teaching, school improvement planning, Special Education administration or related experience
- Valid Ohio administrative, supervisor or teacher's license appropriate for the assignment
- Knowledge/familiarity with Federal and state laws and regulations aligned to SST Grant Agreement
- Successful experience providing coaching and/or consultation
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Valid Ohio driver's license
- Proficient in oral and written communication skills
- Proficient in spelling, proofreading and the correct use of grammar
- Strong organizational, planning and project management skills
- Ability to compute mathematical data accurately
- Ability to multi-task and demonstrate strong diplomacy skills
- Proficient in office protocol and the use of information technology systems
- Proficient in the use of office and management information software (e.g., Microsoft Word, Excel, PowerPoint, etc.)

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Director or Director's designee

**Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Assists districts, schools and families with questions and concerns
- Performs duties to facilitate effective operations

- Uses independent judgment and takes the initiative to perform tasks
- Identifies and implements procedures that improve productivity
- Organizes and maintains a personal functional filing system that ensures the safe retention and efficient retrieval of records and knowledge documents
- Upholds Board policies and follows administrative guidelines and procedures
- Promotes a favorable image of the center
- Supports community/school partnerships that enhance the center's operation effectiveness
- Respects personal privacy and maintains the confidentiality of privileged information
- Keeps current with program, policy and procedure changes
- Facilitates events by presenting to groups of 10-150 people, preparing presentations, handouts and any additional information for workshops
- Conducts or participates in workshops, committees and conferences designed to promote the intellectual, social and physical welfare of students
- Plans and conducts training programs and conferences dealing with new information and resources relevant to districts and families
- Advises teaching and administrative staff in curriculum development, use of materials and equipment and implementation of state and federal programs and procedures,
- Uses data analysis skills to compare/contrast test scores, school district evaluations and student achievement data
- Directs calls based on the nature of the inquiry
- Acknowledges visitors and determines the reason for their visits and answers questions
- Works with parents who need additional information or wish to speak about specific child needs
- Provides professional learning and technical assistance to districts
- Interprets and enforces provisions of state education laws, rules and regulation of state education boards
- Confers with members of educational committees and advisory groups to obtain knowledge of subject areas and to relate curriculum materials to specific subjects, individual student needs and occupational areas
- Researches, evaluates and prepares recommendations on curricula, instructional methods and materials for school districts
- Develops instructional materials to be used by educators and instructors
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- Composes and types routine correspondence, memos, notes, forms, e-mails, etc.
- Helps develop information about Grant Agreement deliverables as directed
- Assists with committee assignments and/or special projects as directed

- Maintains forms related to administrative guidelines/procedures and program functions
- Stays up to date on current research, programs, data trends, educational news and laws/regulations
- Takes precautions to ensure staff safety
- Reports evidence of suspected child abuse and neglect as required by law
- Keeps current with advances in office technology
- Updates office procedures as needed
- Cross-trains with other staff as directed and offers assistance when needed
- Participates in staff meetings and professional growth opportunities as directed
- Accepts personal responsibility for decisions and conduct
- Strives to develop rapport and serves as a positive role model for others
- Provides technical assistance that helps families and district personnel in cooperatively addressing potential contentious issues prior to filing a formal complaint
- Performs other specific job-related duties as directed by the Superintendent/designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020