

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

INSTRUCTIONAL CONSULTANT

Minimum Qualifications:

- Master's degree or higher in Special Education, and/or Leadership
- Experience in supervising and managing professional staff
- Valid Ohio administrative license or certificate appropriate for the assignment
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and board policies
- Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants
- Administrative Experience in the following areas preferred: Special Education Services Mild-Intensive, Specialized Instruction for all students, OTES Credentials, IDEIA, MTSS, ETR, IEP, 504's, Development and presentation of Professional Learning Opportunities, SEL Standards, Early Childhood Standards and Regulations, Remote Learning and UDL

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: Executive Director of Student Services

Job Objectives:

In order to build capacity, the Instructional Consultant will provide professional learning opportunities to Intervention Specialists (Mild-Moderate/Moderate- Intensive), General Education Teachers, Instructional Paraprofessionals, or other educators through coaching, training, mentoring, and modeling. Services are customizable for embedded services or presentations; for individuals, small groups or teams, schools, and/or districts.

Responsibilities and Essential Functions:

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

- Works collaboratively with other members of multi-disciplinary Specialized On-Site Support (SOS) Team.
- Builds trusting relationships with educators and administrators.

- Collaborates and communicates with administrators in order to support their needs.
- Collaborates with administrator(s) and /or educator(s) on completion of needs assessment.
- Completes observations and assessments of current practices.
- Collaborates with and guides educators on developing professional learning goals.
- Provides on-going professional learning opportunities through coaching, training, mentoring, feedback, and modeling of evidence-based practices.
- Provides professional resources.
- Provides on-going communication of evidence-based recommendations to educator(s) and administrator(s).
- Supports educator on reflection of school year and future professional goals.
- Provides administrator and educator with end-of-year summary regarding on-going professional learning, evidence-based recommendations and resources, observed changes in practice, and future goals and recommendations.
- Completes other duties as directed by the Superintendent or his/her 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. (not applicable here?)

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