

JOB DESCRIPTION

JOB TITLE: *Instructional Consultant (9134)*

Job Summary:

Instructional Consultants provide school districts with general support in the areas of curriculum and instruction; technical support and coordination in one of more identified subject areas; and professional development services. They serve as members of the Educational Resource Services Education Consultant Team. In addition, Instructional Consultants serve as liaisons between assigned districts and Tulare County Office of Education, and report to the Assistant Superintendent, Instructional Services Division.

Essential Job Functions:

- ▶ Coordinates student events to celebrate student achievements.
- ▶ Assists direct service and coordination school districts, administrators, teachers, Boards of Education, auxiliary staff, parents, programs, department, division personnel, and the community to improve curriculum, instruction, and assessment.
- ▶ Coordinates assigned county, region, and state activities to disseminate information to support improved educational practices.
- ▶ Designs and delivers professional development to advance understanding and implementation of standards, curriculum guidelines, frameworks, and assessments.
- ▶ Supervises personnel to insure productivity, effectiveness, and efficiency.
- ▶ Participates in personal and professional growth activities to increase expertise.
- ▶ Prepares and submits required records and reports to document activities.

Essential Job Requirements - Qualifications:

Experience Required:

- ▶ Experience working with a diverse student population including English language learners.
- ▶ A minimum of four years of increasingly responsible teaching experience.
- ▶ Administrative or supervisory experience is desirable.
- ▶ Experience in presenting to and/or teaching adults is desirable.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - applicable codes, laws and regulations related to assignments
 - current issues relative to assigned subject areas
 - current principles and methods of curriculum development, program development, and supervision strategies
 - current successful instructional strategies and techniques for delivering instruction to all students, including English language learners
 - current trends in professional development
 - evaluation methodology
 - personnel practices
 - methods, practices, resources, and techniques applicable to training adults
 - theory and application of sound professional development
 - practices and group process techniques
- ▶ **Ability to:**
 - analyze situations and make decisions regarding procedural matters without supervision
 - communicate effectively, both orally and in writing
 - develop, coordinate, promote, and evaluate curriculum and educational programs
 - establish and maintain effective working relationships with others
 - establish rapport with diverse people
 - facilitate planning and problem-solving meetings
 - initiate and implement programs and projects
 - interpret and apply policies, rules and procedures
 - prepare and maintain accurate and complete records and reports
 - provide leadership in the use of technology in assigned curriculum areas
 - speak, read, and write standard English fluently
 - work cooperatively with a variety of groups and agencies, and to broker and network
 - work independently.

Education Required:

- ▶ BA or BS degree plus a minimum of 32 upper division semester units
- ▶ Graduate degree preferred.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid Teaching Credential
- ▶ Valid California Administrative or Supervisory Credential; or enrolled in a program working toward credential
- ▶ CLAD, BCLAD, ELD, or BCC preferred
- ▶ Valid California Driver's License and proof of automobile insurance.

Other Specialized Requirements:

- ▶ Must possess an automobile for travel on the job as well as the proper liability insurance.
- ▶ Bilingual desired.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

FLSA Status: Exempt

June 1998