



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CONSULTANT

DEFINITION:

Under supervision of the Superintendent or designee and as a part of a collaborative team, this position is responsible for organizing, coordinating and implementing the operations, activities, educational services and curriculum and instruction support functions of the department. For this position, the employee will be able to coordinate communications, resources and information to meet school and district needs in all curricular areas, social emotional learning and continuous improvement.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assist school districts with evaluating their existing programs and methodology and implementing changes where appropriate.
- Consult with superintendents, principals, and teacher leaders on curriculum, instruction, assessment, and professional learning needs, social emotional learning and continuous improvement strategies.
- Collaborate with district administrators, teachers, media and technology staff, classroom support personnel, and students to design and implement long-range, sustainable educational technology development plan.
- Participate in LCAP planning meetings to provide resources/information on best practices for curriculum, instruction and assessment, social emotional learning and continuous improvement.
- Coordinate and conduct professional development and demonstrations on research based methods and materials that emphasize effective instructional practices.
- Provide and direct technical assistance to support schools in a variety of computer applications/functions leading to teacher and administrator proficiency
- Plan, organize, recommend and direct need appropriate district-wide technology and content integration instruction that includes supplemental programs (ELD, Special Education, and Interventions).
- Conduct state sponsored assessment trainings to districts.
- Coordinate and conduct professional development for educators and administration in all content areas, social emotional practices, ways to incorporate technology in the classroom, academic and behavior intervention and for English Language learner practices.
- Plan and coordinate TCDE sponsored programs, activities, and events.
- Cultivate effective classroom instruction, increase student achievement, and build sustainable capacity as a content-focused classroom coach.
- Support administrators and teachers in the understanding and implementation of the CAASPP system: SBAC summative assessments; Interim assessments (administration/scoring); Digital Library (resources and interventions).
- Adhere to and communicate copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.
- Coordinate, plan, and facilitate school site professional learning communities, district and school leadership meetings, with specific emphasis on small school districts.
- Develop and participate in a professional development plan that actively seeks out opportunities to grow professionally to maintain current knowledge of core content, SEL, improvement science, technology and instructional practices.
- Communicate with school and district personnel, parents, the Board, and community groups to share social emotional learning strategies, instructional content and technology information.



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Official: 
Effective: 1/29/20

- Provide support to the Director, Continuous Improvement Support during the Differentiated Assistance process as needed.
- Design, participate and/or facilitate professional learning networks focused on systems improvement, SEL, educational leadership and collaborative practices.
- Develop, understand, implement and facilitate all aspects of grants or any other program facilitated by the department.
- Plan and facilitate evaluation of instructional curriculum materials for ELA, Math, NGSS, and HSS at the requested of districts.
- Facilitate the implementation of curriculum materials to assist in supporting the implementation of the common core technology standards, and standards-aligned benchmark assessment systems.
- Assist school personnel in locating needed assessments, curriculum, and instructional resources.
- Represent the county at district and regional meetings as needed or appropriate.
- Drive frequently for department business.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATION:

- Valid California Teaching credential; Site Administrator experience and Administrative Credential for Coordinator level placement.
- TK-12 classroom teacher with three years of exemplary teaching experience at more than one grade level or content area or an equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Master's degree desired.
- Experience as a curriculum consultant, classroom coach, or mentor teacher desired.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Current educational research and issues, content and pedagogy including effective instructional strategies and research-based "best practices" in the core content areas and educational technology.
- Key adult learning theories and methods of instruction, continuous improvement practices, quality professional development theories.
- Use of student work and performance data to make informed instructional decisions.
- Working with district, school, and grade level/department teams in a variety of capacities including coordination and implementation of professional learning communities and district/school goal planning.
- Appropriate uses of technology for instruction in various subject areas such as multimedia and telecommunications.
- Principles, methods and procedures of operating computers and peripheral equipment.
- Providing quality collegial coaching, mentoring, and facilitation services.

ABILITY TO:

- Maintain confidentiality.
- Implement strategies for use within the core curriculum content, improve pedagogy (including English Learner strategies), and use to enhance instructional technology.
- Develop, understand, implement, and facilitate all aspects of Educational Support Services related grants or any other program facilitated by the department.
- Lead districts through all aspects of the California common core, standards-based classroom including planning, assessment, and instruction. Lead districts in the continuous improvement process. Lead districts through researched based SEL implementation.



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Official: MS
Effective: 1/29/20

- Communicate effectively and maintain cooperative working relationships with TCDE and ESS staff, teachers, administrators, school boards, business partners, and community members.
- Understand, implement, and facilitate all aspects of TCDE programs and activities applicable to Educational Support Services.
- Develop long-term goals and objectives; evaluate the effectiveness of programs and make recommendations for improvement.
- Understand and apply principles of statistics and statistical inference to generate, analyze and utilize data results for improvement.
- Prioritize and schedule work independently and work effectively under deadlines.
- Establish and maintain effective interpersonal, working relationships with staff and public as necessitated by work assignments.
- Provide quality collegial coaching, mentoring and facilitation services.
- Act reflectively towards own practice and as a resource that is skillful, reliable, and accessible.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting, standing and walking for frequent periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>January 25, 2013</u>	Revised: <u>January 29, 2020</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u>Noelle DeBortoli</u>	
Date: <u>January 29, 2020</u>	