POSITION OPENING

POSITION POSTING
Educational Services Consultant – Literacy

POSITION SUMMARY:
Provide technical assistance and support to local districts through facilitation of professional learning, coaching and consulting primarily in the area of literacy.

Duties and Responsibilities
Presence on the job is an employee’s fundamental obligation. Regular, reliable and punctual attendance is required
Serve as a Literacy Consultant in support of local districts:
- Provide professional learning, coaching, and consultation in the area of K-12 literacy, with an emphasis on secondary curriculum, instruction, & assessment
- Support local districts in the implementation of the General Education Leadership Network (GELN) Literacy Essentials, with an emphasis on the 6-12 Disciplinary Literacy Essentials
- Provide consultation on research and evidence-based techniques and curricula for students’ learning of literacy
- Work with instructional staff within districts to provide appropriate materials and teaching techniques for all student in the area of literacy
- Participate in state-wide initiatives and professional organizations
- Work closely with ESD staff to coordinate resources in support of local educators
- Support districts in their implementation of the Michigan Integrated Continuous Improvement Process (MICIP) platform
- Support teams to analyze, interpret, and use data to inform School Improvement decision-making at student, classroom and system levels
- Willing to develop skills related to planning and facilitating professional learning and coaching

Available: Non-Union
220 days

Salary Range: The salary will be commensurate with education and demonstrated experience of the successful candidate to fulfill the requirements of the position as determined by administration.

Application Process
Applicants should submit a cover letter, resume, three references to:
Terri Steih, Director of Human Resources
West Shore Educational Service District
2130 W. US 10
Ludington, MI 49431
OR
Via email: tsteih@wsesd.org

Applications Accepted: April 3, 2020 or until filled

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its program and activities, including employment opportunities.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
JOB TITLE: Educational Services Consultant: Literacy
DEPARTMENT: Instructional Services
REPORTS TO: Assistant Superintendent of Instructional Services
PREPARED BY: Amy Taranko
APPROVED BY: Amy Taranko
DATE: March 2020
FTE: 1.0
EXEMPT STATUS: Exempt
WORK DAYS: 220

SUMMARY:
Provide technical assistance and support to local districts through facilitation of professional learning, coaching and consulting primarily in the area of literacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned
Presence on the job is an employee’s fundamental obligation. Regular, reliable and punctual attendance is required
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QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:
Master’s degree with Major and/or Minor in English Language Arts or equivalent Valid Michigan teacher’s certificate. Minimum of five (5) years of experience as a teacher or curriculum consultant. Experience in the areas of curriculum, instruction, assessment, school improvement, and staff development. Secondary Literacy Experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Drivers’ License required. Valid Michigan teacher’s certificate.

KNOWLEDGE, SKILLS and ABILITIES:
Ability to establish and maintain effective working relationships with students, peers, administrators, parents and the community.
Ability to speak clearly and concisely in written or oral communication.
Demonstrated proficiency in the use of technology and computer skills.
Must carry out all responsibilities with awareness of all requirements, standards and policies established by the Board of Education.
Capable of leading area to which assigned, through active participation in curriculum or related areas at local, state or national levels. Broad knowledge of current educational philosophy and future trends in curriculum instruction. Training and familiarity of adult learning. Ability to analyze driven student data. Ability to apply knowledge of current research and theory in specific field.
Ability to make decisions, problem-solve and work in a team setting.

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**LANGUAGE SKILLS:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to compose reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from various groups including administrators, staff, local school districts, customers and the general public.

**MATHEMATICAL SKILLS:**
Ability to work with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to extrapolate needed statistical data from given information.

**REASONING ABILITY:**
Ability to frame and solve a practical problem logically and rationally. Ability to apply common sense understanding, to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The ability to tell where sound is coming from is essential in this job. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift/push/pull up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff. Ability to effectively handle stress, irregular or extended work hours. Travel abilities are required.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet but can vary when visiting other programs/buildings.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.