|  |  |
| --- | --- |
| **Position Title:** | Consultant (any specialization) |
|  | Exempt ⦿ Non-Exempt ◯ |
| **Job Class Code:** | 2210 |
| **School/Department:** | Russellville Independent School District |
| **Reports to:** | Chief Academic Officer or designee |
| **Approved by:** |  |

**Summary**

Organizes and implements an approved district instructional program for identified students.

**Essential Duties & Responsibilities**

* Provides direct instruction to identified students identified in individual, small group, and/or full classroom settings.
* Uses identified needs to guide the learning process toward student achievement of the district's core content standards. Establishes clear objectives for all lessons, units and projects using formal and informal assessment data obtained from students.
* Uses a variety of instructional techniques and educational materials consistent with the district's core content standards and the needs and capabilities of the individuals or student groups involved.
* Creates a classroom environment and research-based program of study that are conducive to learning and appropriate to the maturity and interests of the students.
* Provides written evidence of preparation upon request of immediate supervisor.
* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
* Maintains accurate, complete, and correct records as required by law, district policy, administrative guidelines, or specific program requirements.
* Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
* Conducts or participates in needed parent conferences and telephone conferences.
* Conducts student assessments to identify those eligible for intervention services, to plan instruction, and/or to assist staff members in learning various assessment techniques. Assess the accomplishments of students on a regular basis and provide progress reports as required.
* Collaborates, as needed, with appropriate district personnel regarding students who may need specialized interventions.
* Provides consultant/collaborative services to classroom teachers, model “best” instructional practices, and team teach as appropriate to support individuals or groups of students in learning or transferring effective strategies.
* Strives to maintain and improve professional competence through professional development activities.
* Perform other duties related to the position as assigned by the Supervisor.

**Required Knowledge & Abilities**

***Knowledge of:***

* Curriculum, instruction, and assessment.
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules, and regulations related to assigned activities.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience, and courtesy.
* Technical aspects of the field of specialty.

***Ability to:***

* Perform the responsibilities as previously outlined.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules, and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and timelines.

**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.

* Work is performed while standing, sitting and/or walking.
* Requires the ability to communicate effectively using speech, close/distance vision, and hearing.
* Requires the use of hands for simple grasping and fine manipulations.
* Requires bending, squatting, crawling, climbing, and reaching.
* Requires the ability to lift, carry, and push or pull weights up to 50 pounds.
* Requires a high level of physical endurance to meet the demands of extended work days (coverage of building activities and extra-curricular activities, etc.).
* Requires the ability to handle and balance multiple demands at the same time.

**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 this environment is quiet to loud depending upon the activity in the particular part of the workday.

**Education and/or Experiences**

* Master’s Degree and/or extensive training and experience in an area of specialization
* At least five (5) years’ of successful teaching experience in an area of specialization
* Three (3) years’ experience in the area of teacher or school leadership, preferred not required

**Licenses and Other Requirements**

* Valid Kentucky Teaching Certificate