

**Green Hills Area Education Agency
Certified Job Description**

Position Title: Literacy Consultant

Assignment Level: Certified Professional

Direct Supervisor: Regional Administrator

Qualifications:

- Option 1 - Meet Iowa Standards of Current License as Special Education Consultant with Master's Degree in area of special education (see rule 15.2).
- Option 2: Masters Degree in another area of education plus 30 graduate semester hours in instruction and special education. (at least eight graduate semester hours to include curriculum development design; consultation process: skills for conducting a needs assessment, delivering staff in-service needs and evaluating in-service sessions).
- Option 3 – Masters Degree with appropriate professional experience and/or endorsements in identified content area with a minimum of five years of teaching experience. Demonstrated leadership ability in identified content, eligible for Iowa Standard or Master Educator License.

General Responsibilities: Function as a consultant for general and special education programs and services supporting teachers of all learners. Provide the support needed in the development and implementation of decisions needed for core, supplemental and intensive instruction. Provide visionary leadership to parents, district personnel, and/or community partners through effective interpersonal relationships and skills. Use and integrate a variety of technologies in various job functions. Organize self to meet job responsibilities through planning and regular attendance. Perform in accordance with the established policies, procedures and philosophies of the Green Hills Area Education Agency and the rules and regulations of the Iowa Department of Education that may direct schools and AEA responses to federal mandates.

Specific Responsibilities:

Consultation/Collaboration/Coaching

Essential Functions:

1. Focus on maintaining the fidelity of a school improvement effort that will result in improving and sustaining student achievement.
2. Assist the district, building, classroom and teacher in the identification, alignment and analysis of appropriate assessments.

3. Facilitate identification of program and individual student needs for continuous school improvement based on data analysis.
4. In collaboration with AEA and LEA personnel, identify AEA and other resources to meet program and individual student needs for continuous school improvement.
5. Connect resources to identified program and individual student needs for continuous school improvement.
6. Support and facilitate group decision-making processes involving all stakeholders (problem-solving assessment, instructional decision making, individual student staffing, building/district leadership team processes).
7. Identify strategies and interventions, including technologies for individuals and/or groups of students for possible follow-up.
8. Provide direct consultation to district administration, building leadership teams, general education and special education teachers in response to program and individual student needs using effective verbal, written, listening and technological communication skills.
9. Assist in the development of processes to assess impact of program and individual student needs (summative assessment, formative assessment, progress monitoring) and applies modifications as needed.
10. Build connections with other AEA and LEA professionals, community, regional, state, and national resources to enhance vision and to serve program and individual student needs.

Training & Facilitating

Essential Functions:

1. Facilitate identification of staff development needs based on a variety of data sources (student achievement data, proficiency levels of subgroups, career planning/transition trends, demographic data, etc.).
2. Identify appropriate resources, strategies, and technologies for staff development based on data analysis to meet program and individual student needs for continuous school improvement.
3. Plan for the delivery of effective staff development.
4. Demonstrate the ability to deliver effective staff development using the elements of theory, demonstration, practice, coaching and feedback appropriate for adult learners.
5. Implement a system for determining effectiveness of staff development that is based on the targeted needs of program and individual students.
6. Analyze the data collected regarding effectiveness of the implementation of the staff development at the program and individual student levels to support increasing student achievement.
7. Participate effectively in meetings, which may include the responsibilities to: prepare agenda, provide information, assist in discussions, and facilitate decision making and problem-solving processes, record and report conclusions.

Curriculum, Instruction and Assessment

Essential Functions:

1. Ensure implementation of Iowa Core.
2. Be knowledgeable regarding district and building curriculum in 'essential knowledge' required for all learners in order to be prepared for living, life-long learning, and post-secondary opportunities.
3. Be knowledgeable of scientifically-based research in methods, materials, technologies and instructional strategies for all learners, including accommodations for individual students as needed.
4. Participate in development of curriculum in a variety of content areas and the alignment needed for all learners.
5. Participate in the implementation of curriculum in a variety of content areas and the instructional strategies needed for all learners.
6. Assist in the effectiveness of implementation of curriculum and instruction through assessment processes (data collection and analysis) for all learners to support continuous school improvement.

Professional Development

Essential Functions:

1. Attend relevant workshops and conferences that align and support scientific based research for program and individual student needs for continuous school improvement.
2. Be knowledgeable about effective instructional practices and interventions that are research-based.
3. Apply and demonstrate effective instructional practices and integration of technology applications that are research-based to increase student achievement at the program and individual student levels.
4. Participate in discipline, regional and agency endeavors.
5. Demonstrate a commitment to the achievement of the AEA mission.
6. Identify and recommend resources and materials that support effective research-based instructional practices for program and individual student needs at the AEA and LEA levels.

Specific Job Function for Literacy Consultant

Literacy consultant will focus their work on improving the achievement of (1) students with IEPs, (2) other students who have not demonstrated proficiency on district-wide assessments and (3) other students or groups of students who are at-risk.

Literacy consultant will engage in:

1. Professional development for teachers and other school staff to enable such personnel to deliver scientifically-based literacy instruction;

2. Professional development for teachers and other school staff to enable such personnel to deliver scientifically based academic interventions and instruction on the use of technologies, including instructional and adaptive software;
3. Educational evaluation and supports;
4. Assisting school districts in analyzing subgroup achievement data for students with disabilities and other students or groups of students at-risk;
5. Assisting school districts in analyzing their instructional practices for students with disabilities and other students or groups of students at-risk;
6. Assisting school districts, through professional development activities, in making changes, as needed in their data analysis and instructional practices for students with disabilities and other students or groups of students at-risk;
7. Assisting school districts in effectively educating students with disabilities in general education environments through professional development activities for general and special educators.

Physical Requirements: Ability to Travel

Provisions of Employment: The period of employment shall be for the number of days as specified by the adopted calendar from July 1 through June 30 of each year with an understanding that additional days may be negotiated as determined by need.

Condition of Employment: The Literacy Consultant shall be under contract with the Green Hills Area Education Agency Board of Directors and shall abide within and benefit from all directives, procedures and policies developed by the Chief Administrator, Associate Administrator and the Regional Administrators.