



## Kalamazoo Regional Educational Service Agency Job Description

---

**Job Title:** School Improvement Consultant  
**Reports To:** Assistant Superintendent for Instruction  
**FLSA Status:** Exempt  
**Prepared By:** Assistant Superintendent for Instruction  
**Approved By:** Human Resources  
**Prepared Date:** 08/2015  
**Last Revised Date:** 08/2015

### **Summary:**

The School Improvement Consultant facilitates and supports the process of continuous improvement in educational institutions in order to positively impact student achievement. The consultant works with local school districts and schools to facilitate the development and implementation of school improvement plans by performing the following duties.

### **Essential Duties and Responsibilities:**

- Communicate and assist in implementation of state requirements and recommendations related to school improvement, accreditation, and rapid turnaround at the ISD, district, and school levels.
- Provide feedback and build internal capacity for self-reflection regarding the school improvement process and school improvement plans
- Coordinate services and ensure required supports are provided for schools and districts identified by the State as priority and/or focus
- Provide technical assistance and facilitate the school improvement process for the ISD using the state process and tools. Assist in meeting all ISD requirements for accreditation
- Promote and facilitate the use of data for decision making at the classroom, building, district, and ISD levels through training and coordination related to formative assessment, School/District System Reviews and Data Analysis Reports, School Improvement planning and evaluation, and other tools as appropriate
- Conduct professional development workshops for teachers and/or administrators
- Collaborate with Instructional Center staff and ISD project groups to help integrate and coordinate School Improvement processes and language into ongoing work
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

BA degree in education or related field (social work, school psychology). Training in Continuous Improvement concepts and tools (facilitator level). Three years of experience facilitating improvement processes, collecting and analyzing data for use in decision making. Experience training/

coaching/mentoring individuals and teams. Experience working with districts and schools identified by the State as Focus or Priority on School Improvement and Rapid Turnaround processes.

**Certificates, License, Registration:**

Not applicable.

**Other Skill & Abilities:**

- Present information effectively to groups at all levels of the educational system
- Communicate effectively through speaking, listening, and writing
- Work as part of a team
- Meet work deadlines
- Use computer and applicable software efficiently and effectively
- Use problem solving skills and sound judgment in the dispatch of duties
- Facilitate groups in the use of data for decision making
- Write reports, correspondence clearly and concisely
- Make decisions in timely manner
- Adapt to frequent changes in the work environment
- Use equipment and materials properly
- Practice safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is moderately quiet.

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

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.