



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Teacher Consultant for Math Program
Reports To: Assistant Superintendent for Instruction
FLSA Status: Exempt
Prepared By: Assistant Superintendent for Instruction
Approved By: Human Resources TZ
Prepared Date: 05/2013
Last Revised Date: 05/2013

Summary: Provide assessment, consultation to students, staff and parents in preschool, elementary and secondary programs for students with mathematics instructional needs

Essential Duties and Responsibilities:

- Provide expertise in methods to assess students' strengths and areas of need in relation to math
- Coordinate professional development services in math for general education staff
- Confer with parents, administrator, testing specialists, social worker, and others to develop individual educational program for students related to learning math
- Attend IEPT meetings if needed
- Work with special and general education teachers in providing appropriate materials and teaching techniques for students in the area of mathematics
- Assist with ideas for integrating technology and best practices into lesson plans and curriculum design
- Provide consultation on state of art techniques and curricula for students learning mathematics
- 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:

Master's degree (M.A.); three years satisfactory teaching experience with not less than two years in a classroom setting

Certificates, License, Registration:

Michigan K-12 Teaching Certificate; Mathematics

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Keep administrator abreast of activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices 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 usually moderate.

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.