



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Teacher Consultant for Science
Reports To: Assistant Superintendent for Instruction
FLSA Status: Exempt
Prepared By: Assistant Superintendent for Instruction
Approved By: Human Resources TZ
Prepared Date: 02/2016
Last Revised Date: 02/2016

Summary: Provide training, coaching and consultation to staff in preschool, elementary and secondary programs to support high quality science instruction needs

Essential Duties and Responsibilities:

- Coordinate and effectively deliver professional development services in science for general and special education staff
- Provide expertise in methods to align curriculum assessment and instruction in the area of science to support effective instruction and continuous improvement
- Consult with and coach special and general education teachers in providing research based instructional strategies and practices for teaching science
- Assist with ideas for integrating technology and best practices into lesson plans and curriculum design
- Work as a part of a team to implement the Math Science Partnership Grant
- 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.

Other Skill & Abilities:

- Effectively present information in front of groups and engage audience in presentation
- Demonstrate ability to communicate effectively including listening
- Keep administrator abreast of activity
- Work in a team-oriented fashion
- Demonstrate ability to efficiently use computer and applicable software
- Demonstrate ability to problem solve
- Demonstrate ability to read, analyze and interpret data
- Maintain confidentiality
- Display willingness to support and make decisions with sound judgment in timely manner
- Adapt to frequent changes in the work environment

Other Skill & Abilities (cont.):

- Use equipment and materials properly
- Practice safe work habits
- Personal vehicle use required for daily transportation to various locations

Education and/or Experience:

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

Certificates, License, Registration:

Michigan K-12 Teaching Certificate; Science DI or DX with preference toward a combination of science and math (EX).

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.