MIDLAND COUNTY ESA EDUCATIONAL SERVICE AGENCY

Position Description
Regional Consultant
.75 FTE serving: St. Clair, Sanilac, Tuscola and Huron Counties

Purpose of Position:
The regional consultant provides services to an assigned region for school improvement initiatives, with a focus on student achievement. Responsibilities of the position include federal (and a small number of state) programs, desk audits, application review and approval, monitoring visits, technical assistance to school districts (with an emphasis on coordination of federal programs), consultation on resources and initiatives, and assistance in obtaining specialized services to meet program development needs.

This position is based on a federal grant to Midland County ESA in partnership with the Michigan Department of Education (MDE) and the intermediate school districts within this region. The contract position will be trained, report to, and evaluated by MDE.

Assigned Duties:
Review formula and other grant programs utilizing criteria to approve or recommend changes and provide assistance to school districts in the completion of the applications for federal funds.

Monitor the management and implementation of grants and funded federal programs. Provide technical assistance to ensure compliance with requirements.

Provide leadership and intensive assistance to high priority schools.

Provide oversight and direction to assigned school districts to ensure that the implementation of school improvement is in compliance with federal requirements and coordination of resources.

Provide collaboration at the local, intermediate school district, regional, and state level to bring about systemic change to meet requirements of federal programs and improve student achievement.

Provide leadership and active participation in activities to support the development of, and ongoing effectiveness of, the Office of School Improvement.

Participate in regularly scheduled training and professional development provided by the Michigan Department of Education.

Education:
Masters Degree in a field of Education.

3917 Jefferson Ave., Midland, MI 48640-3599
(989) 631-5890
Fax (989) 631-4361

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Experience:
Two years experience as state and federal programs director in an LEA or its equivalent.

1 year of administrative or consultative experience in the fields of K-12, Early Childhood, Special Education, Vocation or Higher Education, or School Management is required.

Knowledge, Skills and Abilities:

- the ability to work effectively in a team
- excellent communication skills, including: oral, written, and listening skills, the ability to provide constructive feedback, interpersonal and small group communication skills, facilitation skills
- critical thinking skills, including the ability to analyze and solve problems
- change management skills, including: the ability to adapt to new situations, the ability to help others adapt to change, and a view that change is positive
- an understanding of basic research methods, including: ability to collect and analyze data, interpret information and generalize
- understanding of assessment and evaluation
- organization and planning skills
- basic technology skills

Certifications:
Current or past possession of a teaching certificate, comparable to the one issued in Michigan, is required.

Contract Elements:
This contract position will be assigned to specific districts within St. Clair, Sanilac, Tuscola, and Huron counties. The work location will be at one of the intermediate school districts within this contracted area. The position is available immediately and annually reviewed. The contract may be renewed for two additional one-year extensions pending result of annual reviews and the continuation of the grant award. The selected contractor must pass a drug test, fingerprinting and background check prior to the execution of the contract.

The contractor is responsible for withholding taxes with respect to the Contractor's compensation. The Contract excludes vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. The Contractor will carry liability insurance relative to any service that they perform for the Company.

The Midland County Educational Service Agency is an Equal Opportunity Employer and will not discriminate against any person on the basis of gender, race, color, national origin, religion, weight, height, age, marital status, political belief, handicap or disability.

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Salary:
Contract rate: $69,000.00 for 3/4-time consultant position.

Travel:
Reimburse at IRS rate.

Apply by May 12, 2008 to:

Midland County ESA
Attention:
3917 Jefferson Avenue
Midland, MI 48640-3599