

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: <b>Consultant (181)</b>	Lane Placement: <u><b>X3</b></u>
Department / Location: Various Departments	FLSA Classification: <u>Exempt</u>
Supervisor's Title: Department Administrator	Contract: <u>242 Days</u>
Original date: <u>04/85</u> Revised: <u>03/92</u> Revised: <u>09/16</u> Revised: <u>07/25</u>	

### **GENERAL FUNCTION**

The **Consultant** is responsible for developing and assisting with the implementation of curriculum goals, strategies, evaluations materials, other support materials and appropriate in-service programs as determined by District needs, goals and priorities.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS**

- Assist District administrators in preparing materials and reports, presenting reports, making recommendations and responding to requests from the Board of Education.
- Assist in the interpretation and dissemination of educational programs to employees and patrons.
- Assist in the presentation of District problems and concerns to the community, assist in responding to community problems and concerns and assist in the utilization of parent and community volunteers.
- Administer personnel policies and procedures. May be responsible to supervise and evaluate support staff and provide input into employee performance improvement.
- Assist in planning and directing in-service and staff development programs as directed by the administrator. Assist in implementing, monitoring and assessing approved instructional programs through effective utilization of data analysis.
- Assist in the management and monitoring of District, State and Federal programs and projects as assigned and ensure compliance.
- Manage appropriate budget allocations to provide fiscal accountability in the department.
- May perform one or more of the following specific duties as assigned (e.g. assist in managing inventories of instruction-related materials; assist in coordinating programs and materials with the Utah State Office of Education; assist in managing the reproduction of printed materials; assist in the management of the evaluation and reporting of student progress and in the coordination, distribution and utilization of instructional media materials as assigned; prepare monthly and yearly enrollment reports; coordinate with community leaders, real estate agencies and other agencies regarding population growth and subdivision development to determine the impact to student enrollment; provide information to administration to plan for recommend future school sites/boundaries; assist principals and teachers with state and District assessments, data analysis and adjusting instruction to meet student needs; ensure compliance with Health Department Early Intervention guidelines and IDEA rules and regulations; assist with technical support for offices and schools including installation, set-up and configuration, troubleshooting and solving technical problems with computer systems, computer labs, networks and other instructional technology; provide advice on instructional and technical issues related to integrating technology into the core curriculum including those of pedagogical nature as well as hardware, software, network and other building / facility impacts and requirements; ensure proper student accounting procedures are implemented, including use and retention of permanent records; etc.)
- Assist in the development, implementation and evaluation of short and long-range plans. Implement short and long-range planning procedures, management systems and accountability procedures as assigned.
- Support and promote the District's Multi-tiered Support Professional Learning Community Model (PLC).
- Collaborate, problem solve and mediate with parents, staff and outside agencies.

- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Keep current professionally, to represent the district at local, State and national meetings, to contribute to the profession by writing and speaking professionally and participate in appropriate professional organizations as assigned.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- A minimum of three (3) years of administrative experience preferred which may include a one year full-time administrative internship.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Ability to provide leadership and direction in all matters relating to the educational programs and practices of the school, including:
  - Keeping abreast of trends and developments in curriculum and instruction.
  - Determining educational needs.
  - Supervising the implementation of instructional programs.
  - Monitoring the effectiveness of instructional programs and projects
  - Managing district, state and federal programs and projects.
  - Developing, implementing and supervising instructional programs.
  - Implement the district system for properly assessing and reporting student progress.
- Ability to manage the development and implementation of appropriate programs to maintain appropriate student behavior and discipline.
- Ability to manage appropriate budget allocations to provide fiscal accountability in the school.
- Ability to develop and implement policies, guidelines and procedures for the effective utilization of the physical facility of the school.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

#### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, incumbent is constantly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*