



Northwest RESA

www.nwresa.org

336-667-2191

Position: NWRESA Curriculum and Instruction Consultant

Reports to: NWRESA Executive Director

Terms of Employment: Part- time (15 hrs/wk), 12-Month Employee

Pay Range: \$ 32,000

FLSA Status: Exempt

Nature of the Work:

Under the direction of the Executive Director, the C&I Consultant leads and supports the administration of professional development and instructional programs and services in the Northwest Region. The C&I Consultant will work with the Curriculum Director to support member districts with professional development and job alike meetings.

Education and Experience:

- Master's Degree (or higher) in education or related field required
- Five (5) years supervisory/administrative experience required (Experience working with superintendents, executive cabinet leaders, school board members, government agencies or boards, non-profits, or community representatives strongly preferred)

Duties and Responsibilities:

- Analyze regional data to better understand the needs of member districts and how to provide support through professional development
- Collaborate with NCDPI Regional Director, ASU Public School Partnership Director, NWRESA Curriculum Director and other personnel to align the work and support to districts
- Considerable skill in utilizing technology as a tool for efficiency, productivity, and curriculum delivery, professional development, and content creation
- Understands how to utilize a learning management system to provide professional development
- Ability to recognize needs for professional development and seek outside resources for professional development
- Ability to research program documents and narrative materials, and to compile reports from research
- Ability to communicate effectively orally and in writing
- Ability to exercise considerable tact and courtesy in frequent contact with school officials, elected officials and the general public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Stays abreast of research-based instructional strategies by attending professional development sessions and reading professional educational research
- Meets monthly with C&I Leaders and Superintendents and other job alike meetings as needed
- Performs other duties as necessary or requested to improve or enhance the efficiency and effectiveness of programs, operations, and processes in the region

Essential Job Functions

- Must be physically able to operate a variety of equipment including computers, copiers, SMARTBoards, document cameras, etc.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.
- Requires the ability to read a variety of correspondence, reports, forms, statements, etc.
- Requires the ability to prepare correspondence, reports, forms, evaluations, statements, etc. using prescribed formats.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with emergency situations.
- Requires the ability to talk and hear ideas by means of spoken word.
- Must be able to communicate effectively.