



EMPLOYEE NAME: _____

Revised: 3/15; 9/15; 6/18;7/21

JOB DESCRIPTION

POSITION TITLE: Consultant Personalized Learning Programs, CARES	JOB CODE: 621G
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Coordinator and Consultant
DEPARTMENT: Assessment and Personalized Learning	WORKDAYS: 238
REPORTS TO: Personalized Learning Program Supervisor	PAY GRADE: CC3 (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Consults, plans, organizes and facilitates K-12 Literacy and Math personalized learning programs and related initiatives; provides direct support through professional learning to school-based personnel in the development, implementation and analysis of personalized learning programs; collaborates with other members of the Academic Division to provide accelerated intervention and personalized learning opportunities.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certificate preferred
3.	Experience: 3 years teaching experience; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent planning and organizational skills, leadership skills and training experience, strong understanding of instructional strategies, and multitask orientated

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides professional development activities that improve the knowledge of personalization of instruction.
3.	Trains staff in the development and implementation of accelerated intervention programs.
4.	Consults and provides guidance on EIP, RtI ² , and credit recovery programs.
5.	Collaborates to support improved instructional practices in the classroom.
6.	Leads professional development programs for teachers and administrators on effective accelerated intervention programs, including development, implementation, and analysis of student assessments and performance results to personalize learning.
7.	Develops instructional modules on assessment and personalized learning.
8.	Collaborates, coordinates, and plans staff development opportunities to train school personnel in the effective articulation of curriculum, assessment, instruction, and data analysis to inform instructional decisions.
9.	Assists in the preparation of budgetary requests and recommendations for the office of Assessment and Personalized Learning budgets on a yearly basis.
10.	Works with district, and school level departments and committees to plan for the implementation of personalized learning initiatives.
11.	Prepares policies and procedures necessary for personalized learning support and alignment.
12.	Collaborates with local and district personnel to ensure students engage in appropriate accelerated interventions with appropriate accommodations to effectively measure progress against local, national, and world-class standards.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____