



# Example of Educational Consultant Job Description

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Our company is looking to fill the role of educational consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for educational consultant

- Act as subject matter expert for a service/technology
- Write instruction and information
- Identify additional training solutions that enhance staff development and performance
- Provide back-up end user telephone and list support for issues escalated from Service Desk
- Contribute to the development of established training and support processes, policies and standards
- Apply research-based learning theory and proven instructional design principles to create engaging course designs within established department and professional processes
- Recommend Macmillan Education International Curriculum and ELT materials to educational institutions
- Be on the road for a minimum of 1 /2 weeks per month during the school year – visiting educational institutions and distributors
- Plan, prepare, and conduct in-service training activities for school personnel (e.g., district and school administrators, teachers, paraprofessionals, related service providers, parents as members of school teams) who work with children with high- and low-incidence disabilities
- Consult with school leadership teams and classroom teachers to help them develop (a) appropriate goals and activities for school-wide systems to support behavioral progress and (b) secondary level interventions for students demonstrating additional need, and ability to conduct a Functional Behavior Assessment and provide recommendations and assistance to school

## Qualifications for educational consultant

- Travel is required - must be able to drive and own a car
- Master's degree in education or related field (doctorate preferred)
- At least 10 years of experience as a K-12 educator with at least 3 of those years as a school administrator
- Experience facilitating large and small group professional development and demonstrated knowledge of adult learning principles
- Experience using technology options for facilitating learning, webinars, twitter chats, Canvas, Edmoto, Zoom
- Extensive experience with coaching and mentoring educators