

Ashland Independent Schools
Certified Job Description

POSITION: Part-Time District Consultant

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers, and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

REPORTS TO: Superintendent

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

JOB GOAL: To help students learn and grow.

PERFORMANCE STANDARDS:

1. Demonstrates professionalism.
2. Train AISD administrators in evaluation process.
3. Work with administrators on PPGES process.
4. Evaluate all first-year teachers.
5. Evaluate any marginal teacher.
6. Train all classified staff on evaluation
7. Prepare itinerant schedule for each school.
8. Meet quarterly with PE teachers to plan curriculum.
9. Meet quarterly with counselors.
10. Meet quarterly with librarians.
11. Work with academic coaches.
12. Secure materials for schools.
13. Plan academic recognitions.
14. Help evaluate scholarship applications.
15. Recruit Science Fair contacts for each school.
16. Serve on steering committee at ACTC.
17. Work with CO Staff to encourage STEM Initiative.
18. Encourage high school and middle school to embrace STEM program.
19. Work with elementary PE teachers to coordinate PEP Grant requirements.
20. Assist with new teacher orientation.
21. Assist with writing portfolios.
22. All other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Additional duties may be assigned upon the recommendation of the superintendent. Increments for additional duties will be set on the district salary schedule approved by the board of education.

