**Educational Consultant Standard Job Description**

**Classification Title:** Educational Consultant

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Minimum Pay:** $62,021.95

**Job Description Summary:**

The Educational Consultant, under direction, works in collaboration with faculty, graduate students, and staff to enhance teaching excellence, advance faculty success, and improve student learning.

**Essential Duties and Responsibilities:**

**40% Program Development and Assessment**

* Develops, coordinates, implements, and assesses educational development programs to meet the needs of the University.
* Analyzes program data and statistics for reporting, tracking progress, and adjusting programs.
* Offers, facilitates, and delivers educational development opportunities and related events using various methods and resources from the field of adult second language acquisition.
* Conducts intake and formative assessment of faculty and current and prospective International Teaching Assistants who speak English as a second language.
* Monitors participants’ progress toward English language certification and provides regular constructive feedback to improve their communicative competence.
* Collaborates with colleagues on creating, revising, and implementing effective educational development and classroom observation tools.

**20% Consultation and Support**

* Provides consultations at the university, departmental, program, course, and individual level on various teaching and learning topics, including syllabi review and teaching observations.
* Conducts teaching observations for faculty and/or teaching assistants, provides feedback, and assists with the development of action plans.
* Reviews student evaluation data and suggests responses to feedback, providing information, resources, and support to faculty and/or graduate students.
* Advises entities within the university about English oral proficiency as it relates to teaching duties.
* Mentors university faculty and staff as well as graduate and undergraduate students working in the Center.

**20% Research and Collaboration**

* Conducts, contributes to, and disseminates research on national dialogues and publications related to educational development, teaching, and learning.
* Assists faculty in establishing research designs to assess the effectiveness of teaching and in identifying means to share their educational scholarship.
* Collaborates with faculty on grants related to teaching and learning and assists faculty in the design of the educational component of grant proposals.
* Advocates for, leads, and facilitates change that aligns with the Center’s and university’s strategic focus areas.
* Contributes to the unit's strategic plans, goals, objectives, policies, and procedures.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master’s degree.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Calculator
* Telephone
* Classroom Technology

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**