



EDUCATION RESOURCE GROUP

growing all learners.

ERG Consultant Job Description

General:

ERG believes in growing all learners. The consultants who work with ERG come from diverse backgrounds, are thought leaders, and work to help schools and districts close the pedagogical knowing and doing gap. ERG consultants are responsive in nature and utilize a job-embedded coaching process, including individual observation and feedback sessions, creation and delivery of content, demonstration lessons, and planning support to create impact. The ERG consultant is not only an expert in content and best practices, but also an expert in working with adult learners. Additionally, ERG consultants believe knowledge and understanding are created through the interaction of experiences and ideas.

Main Job Tasks and Responsibilities:

- Establish and communicate clear objectives of the project to participants
- Work collaboratively with fellow ERGs and participants
- Prepare demonstration lessons when needed
- Provide a variety of learning materials and resources to teachers in ERG projects
- Identify and select different instructional resources and methods to meet teachers' varying needs
- Observe teachers while in the act of teaching and provide appropriate feedback (both written and verbal)
- Maintain accurate and complete ERG records of participants and projects
- Create original resources for participants when needed
- Participate in ERG events, trainings, and development work
- Use relevant technology to support ERG projects
- Efficiently communicate timely and necessary information to participants and ERG
- Stay up-to-date with developments in subject area, teaching resources, and methods relevant to the project for which you were hired
- Maintain awareness of opportunities for new ERG business
- Retain and grow the reach of ERG in schools and school systems

Key Skills and Abilities:

- Ability to work autonomously
- Exceptional written and oral communications skills
- Specialized knowledge in the project focus area (literacy, math, formative assessment, etc.)
- Knowledge of relevant curriculum standards

- Strong computer skills including Microsoft Office, Google Drive, and remote learning platforms (such as CANVAS, Teams, and Zoom)
- Excellent organizational and time management skills, including record-keeping, scheduling, and making efficient use of time

Education and Experience Needed:

Minimum:

- Master's Degree in education or relevant field
- Relevant teaching experience
- Specific experience and expertise in working with adults
- Self-education in the specialized area of interest
- Flexible schedule
- Alignment with ERG instructional philosophies

Desirable:

- Willingness to travel if needed
- Business experience considered a plus

The ERG Consultant acts as an independent contractor. The ideal candidate will be able to utilize a flexible schedule to design their own work, respond to the needs of participants, and create impact on projects as assigned.