

# **EDUCATION CONSULTANT**

## **GENERAL**

This work entails the provision of consultative and instructional services to teachers, counsellors and field staff or program personnel in areas requiring specialized knowledge. Incumbent acts as a liaison and resource person to private and public agencies in relation to training matters.

## **TYPICAL DUTIES**

Designs and conducts in-service training sessions for teachers and counsellors in areas of expertise.

Provides direction and guidance to teachers and counsellors in the planning, development and implementation of effective programs.

May assess agency training needs and provide consultation to management regarding the availability of training resources.

May develop, coordinate and deliver orientation packages for program personnel.

Coordinates workshops or conferences on specialty topics using expert resource people.

Designs and prepares programs by selecting appropriate content, determining format and arranging for material and human resources.

Acts as a resource to counsellors, teachers, private and public agencies regarding educational methods, visual and audio teaching aids, program planning, etc.

Researches latest professional training concepts in specific fields and provides courses to ensure that staff may effectively apply new technology.

May act as a consultant to other programs in related fields.

May act as a resource or provide training courses to industrial firms.

Serves on committees as required.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

A good knowledge of educational techniques with the ability to plan, co-ordinate and instruct training sessions.

Considerable knowledge of visual and audio instructional aids and the ability to employ such devices effectively.

Ability to maintain effective work relationships with public and private agencies.

### **Education, Training and Experience**

Bachelor's Degree in Education or Social Sciences or an equivalent combination of education and experience.

### **Physical Standards**

Physically capable of performing the duties assigned.