



## **PROFESSIONAL VACANCY ANNOUNCEMENT**

### **POSITION TITLE:**

VASS Educational Services Review (ESR) Team Consultant

### **SALARY:**

To be determined based upon the scope of work

### **QUALIFICATIONS:**

- Graduate Degree in Education
- Excellent communication, computer, research, and writing skills
- Aptitude and competence necessary for assigned responsibilities
- Excellent organizational skills and ability to work in a team environment
- Public school administrative experience (preferred)
- Ability to make independent decisions in accordance with established policies and procedures
- Physical Requirements: No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, or repetitive motions.

### **ESSENTIAL DUTIES:**

The ESR Team Consultant assists the ESR Team Leader with the following:

- Serves as VASS staff during on-site review
- Assesses school division's specific needs and goals
- Recruits Educational Services Review Team members
- Coordinates on-site schedule and survey design (if needed)
- Participates in on-site review
- Drafts final report, sends to team members for feedback, and edits report
- Communicates final report to the school division
- Assists with school division's presentation of final report (if needed)
- Provides follow-up (if needed)
- Maintains complete and correct records as required by law, district policy, and administrative regulations

### **APPLICATION:**

Submit a Letter of Interest and Resume to Dr. Tom Smith at [twdsmith1952@gmail.com](mailto:twdsmith1952@gmail.com)

Should the decision be made to re-advertise this professional vacancy, The Virginia Association of School Superintendents reserves the right to revise, delete, or add provisions to the position title, essential duties, knowledge required, working conditions, and description of duties, and to revise any other aspect of the position.

The Virginia Association of School Superintendents assures equal employment opportunities and equal educational opportunity for all employees and students as required by federal and state orders and laws.

POSTED: June 22, 2015