



Part Time Consultant Job Description

The objective of the Math Solutions Part Time Consultant position is to provide premier customer service, professional learning, in-person support, and coaching to a dedicated district(s). The Part Time Consultant works in partnership with the aligned Director(s) of Professional Learning and, as appropriate, with other Math Solutions and Houghton Mifflin Harcourt (HMH) team members.

Math Solutions Part Time Consultants:

- are master teachers (in the grade span of K-12), are responsible for supporting mathematics instruction in some capacity, or are recently retired from teaching or supporting math instruction;
- are available to facilitate throughout the school year;
- have extensive years of experience with implementing a problem-solving approach to facilitating mathematics in their classrooms;
- have extensive experience in delivering professional learning or working to improve mathematics instruction in their schools or districts; and
- have been presenters at regional, state, and/or national mathematics conferences.

Essential Duties and Responsibilities include:

- preparing for and facilitating professional learning courses, programs, and/or student centered coaching with teachers, coaches, and/or administrators;
- planning with and supporting other consultants with preparation and delivery of services;
- serving as a liaison between the site host and Math Solutions;
- communicating with Math Solutions clients and other team members in a professional and timely manner;
- completing and accurately filing comprehensive reports and documentation related to Math Solutions work; and
- attending Math Solutions Consultant Retreats, participating in online professional learning sessions, and, when possible, attending Professional Learning Academies.

*This role is home-based and can be located anywhere in the U.S. Travel is required.

**This is a part-time, per diem opportunity, payrolled through a third party vendor.

Minimum Qualifications:

- The applicant must have experience in facilitating adult learning.
- The applicant must have superb planning and process skills.
- The applicant must be able to travel and work in site host districts/schools.
- The applicant must have year round availability.
- The applicant must be flexible and collaborate well with others and in teams.

Physical Demands:

- National travel is required.
- Will need to be able to lift 5-30 lb. boxes.
- Typing and data entry skills required.

This job description is designed to outline the essential job functions and qualifications of this position. It is in no way a contract of employment between the Company and the employee. The information contained in this document may or may not be used in performance reviews, salary reviews, or promotion considerations. Job duties, responsibilities, and/or qualifications of this job may change throughout the course of employment as directed by the management of the Company.

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