**BLaST, Intermediate Unit #17**

**Position Description**

Position Title: Educational Consultant/Professional Development Personnel/TaC

Department: Educational Planning

Reports To: Director, Director of Educational Planning

Prepared By: WRM Date: 5/2010

Revised By: BMB Date: 7/2019

**SUMMARY:** This position entails working with component school districts within Intermediate Unit # 17 to help build knowledge in the area of IDEA 97, PA Academic Standards, Curriculum, and Assessment.

**MAIN RESPONSIBILITIES of EMPLOYMENT:**

Will schedule and conduct curriculum trainings for staff development within districts.

Will help districts implement Pennsylvania Academic Standards.

Will help districts link IDEA, ESSA, the Pennsylvania Academic Standards, and the Pennsylvania Statewide Assessment.

Will help districts with the strategic planning process.

Develop/Perform other special projects as assigned.

**SKILLS and COMPETENCIES:**

Proven interpersonal skills

Effective listening, verbal, and communication skills

Excellent team building skills

Projects a strong work ethic, energetic enthusiasm, and interest in successful accomplishment of assigned responsibilities.

Flexible and easily adapts to required changes.

Comfortable using technology in presentations.

Willingness to travel

Must be able to work flexible hours and work year

Requires a working knowledge of Pennsylvania Academic Standards and the Statewide System of Assessment.

**EDUCATION:**

A Bachelors degree required, but a Masters degree is preferred.

PA Certification in Education

Requires a knowledge of curriculum, curriculum mapping, and the integration of curriculum with technology

Requires a working knowledge of IDEA, ESSA, and Chapters 4, 12, 14 and 504 ( Pennsylvania Special Education Regulations)

**JOB EXPERIENCE:**

A minimum of 3 – 5 years teaching experience at the K – 12 level

Previous staff development and training experience

Prior work in early literacy, MTSS, curriculum development, and related experience

**CERTIFICATION:**

Pennsylvania (Inst. I or II) teaching certificate. Additional K-12 special education endorsement preferred. Highly qualified status consistent with ESSA also preferred.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and professional correspondence. Ability to effectively present information and respond to questions from groups of staff, teachers, parents, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on academic standards and individual objectives that meet the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with other professional staff and administrators, ability to speak clearly and concisely in written or oral communication. Competent in the use of computer technology.

***PHYSICAL DEMANDS****: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently walking and standing while performing the duties of this job. The employee may frequently bend or twist at the neck and back while performing the duties of this job. Specific vision abilities required by this job include peripheral vision and close vision such as to read typewritten material. The employee may occasionally lift up to 25 pounds such as computers or AV equipment.

***WORK ENVIRONMENT****: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The employee is frequently required to interact with professional staff. Driving is required. The employee must be able to maintain a vehicle and appropriate licenses to drive.