

## Midwestern Intermediate Unit IV

**Title:** Coordinator of Educational Services

**Reports to:** Director of Special Education and Director of Educational Services

**Approved by:** Board of Directors

**Date:** September 25, 2019

**Job Summary:** Coordinate a variety of professional development and mentoring opportunities to assist educators and assist departments with data collection, data management, and grant writing.

### **Primary Duties and Functions:**

1. Coordinate assistance to educators and school administrators on various issues related to certification, continuing professional education, and induction.
2. Coordinate programs and professional development for support staff.
3. Facilitate, assist and plan internal and external events and conferences including contacting and scheduling presenters for the events.
4. Coordinate guest teacher training program.
5. Design, monitor, plan and coordinate mentor training for internal and external audiences.
6. Design, monitor and coordinate courses and programs for educators, support staff, and general public.
7. Assist with submitting courses for state approval and market courses statewide.
8. Monitor, maintain, and coordinate the reporting of all state mandated professional development activities and course records including paraprofessional requirements.
9. Research, assist, and write grants for all departments and districts and assist with carryout the mandates of the grants.
10. Plan, prepare, monitor and administer program and service area budgets.
11. Facilitate, research, and recommend technology platforms for an online portal system.
12. Assist with data collection, data monitoring and compliance for all departments.
13. Supervise program or service area support staff.

14. Performs other duties as assigned by the Director of Special Education and the Director of Educational Services.

**Qualifications:**

- Five (5) years' experience in public education and/or management required
- Bachelor's degree required
- Grant writing experience required
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office/classroom environment
- Subject to inside environmental conditions
- Travel

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively (written and orally)
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various office equipment
- Must possess active listening skills
- Must possess conflict mediation skills
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*