

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Coordinator of Regional Assessment Support Team      **DATE:** May 21, 2003  
**REVISED:** August 13, 2014

**REPORTS TO:** Executive Director      **APPROVED BY:** Board of Directors

**JOB SUMMARY:** Provide consultation and technical support to adjudicated youth with disabilities which requires special education Compliance Monitoring of those education programs.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Evaluate special education program services for effective implementation.
2. Ensure special education programs are provided to youth with disabilities in state and county programs.
3. Provide technical assistance and consultation.
4. Coordinate, organize, and conduct regional and statewide training programs.
5. Assist the Bureau of Special Education with projects as requested.
6. Coordinate statewide goals with central RAST personnel.
7. Identify problem areas of special education programs and assist in developing a corrective action plan.
8. Collaborate with multiple agencies for a smoother student transition to and from correction education settings.
9. Assist in Evaluation Report (ER) and Individualized Education Program (IEP) development upon request.
10. Provide contractual services for screening and reevaluation.
11. Provide direct instructional support to education staff.
12. Serve as chairperson for Special Education Compliance Monitoring and the implementation of the Corrective Action Plan.
13. Plan, prepare, and administer service area budget.
14. Ensure the implementation of job descriptions within the service area and monitor, evaluate, and modify as the need dictates.
15. Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

- Two (2) years of experience teaching in special education required
- Bachelor's degree and teaching certificate in special education required
- Master's degree in special education supervision required
- Knowledge of special education law, disabilities, programmatic needs of students, current trends and techniques in the field is necessary
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

- 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

**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.)*