

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Coordinator of Training and Consultation

DATE:

REPORTS TO: Director of Curriculum, Instruction and Assessment

APPROVED BY: Board of Directors

JOB SUMMARY: Provide administrative support and direction to school improvement team and/or special education programs and services as well as provide consultative services to member districts.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinates personnel serving as training and consultation staff in curriculum, instruction and assessment.
2. Assists with the development, management and coordination of the implementation of staff and curriculum development programs for the regions's teachers and administrators.
3. Assists with Midwestern Intermediate Unit IV staff development data collection and reporting process.
4. Assists with the implementation and management training and consultation system which supports the required state comprehensive plan and Pennsylvania Department of Education initiatives and regulations.
5. Assists with building local school district capacity to meet the needs of all students and supports local efforts in inclusive strategies for all students.
6. Maintains current knowledge of all legal requirements governing training and consultation as well as curriculum, instruction and assessment.
7. Develops and assists in support of professional development and training for consultation staff.
8. Provides leadership and guidance in developing new programs and assists in the fiscal management of existing programs and services.
9. Assists with the preparation of, administration of, and delivery of services for grants and contracts.
10. Works closely and collaborative with the Director of Curriculum, Instruction and Assessment and the Director of Special Education.
11. Performs other duties as assigned by the Director of Curriculum, Instruction and Assessment.

QUALIFICATIONS:

- Five (5) years of experience in Public Education
- Master's degree in Curriculum
- Experience in designing and delivering content to adult learning
- Doctorate is preferred
- 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 up, 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 not 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 and outside 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 a high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must possess active listening skills
- Must possess conflict mediation skills
- Must possess a valid Pennsylvania driver's license
- Facility with Microsoft Office tools
- Mastery of student data and assessment tools

(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.)