

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Director of Continuing  
Education Services

**DATE:** May 21, 2003  
**REVISED:** August 13, 2014

**REPORTS TO:** Executive Director

**APPROVED BY:** Board of Directors

**JOB SUMMARY:** Provide a variety of professional development opportunities to assist area educators in updating information and implementing new skills.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provide technical assistance to educators and school administrators on various issues related to certification, permanent certification and continuing professional education.
2. Design and develop programs for school district support staff as needed and/or requested.
3. Chair the Midwestern Intermediate Unit IV Professional Development Committee.
4. Assist with planning, coordination and offering of the Midwestern Intermediate Unit IV mandatory Annual In-Service Day.
5. Design, conduct and administer a Guest Teacher Training Program.
6. Design, coordinate and offer teacher induction in-service credit courses for teachers mandated to participate in a district induction program.
7. Design, coordinate and offer on an annual basis, a day-long workshop for new or veteran mentors and provide processes and strategies to help mentor new teachers.
8. Design, implement, coordinate and administer a comprehensive program of Pennsylvania approved graduate level credit courses on a wide variety of topics throughout the year.
9. Operate the Pennsylvania Department of Education approved English as Second Language Certification Program.
10. Design and facilitate state-of-the-art technology and multi-media workshops for teachers, administrators and support staff.
11. Operate the Midwestern Intermediate Unit IV eLearning Center. Submit courses to the Pennsylvania Department of Education for approval, report Act 48 credits and market courses statewide.
12. Maintain and report Act 48 staff development activities and course records to the Pennsylvania Department of Education for those educators holding a valid Instructional I or Instructional II certificate.
13. Track and report Midwestern Intermediate Unit IV Paraprofessional and Interpreter staff professional development activities in the

- Midwestern Intermediate Unit IV records management system.
14. Administer the Adult Basic Education/GED Program. Develop program objectives, evaluate programs and administer the grant.
  15. Administer the West Central Partnership Worldwide Interactive Network Program Grant for older youth serving the Mercer and Lawrence County Career Links.
  16. Administer the West Central Job Partnership In-School Youth Program (7<sup>th</sup>-8<sup>th</sup> grade, 9<sup>th</sup>-10<sup>th</sup> grade and 11<sup>th</sup>-12<sup>th</sup> grade) Grants for Mercer County.
  17. Contact and schedule presenters for monthly Midwestern Intermediate Unit IV Superintendents' Advisory Council meetings.
  18. Plan, prepare and administer service area budget.
  19. Supervise and evaluate department staff and ensure the implementation of job descriptions with the service area and monitor, evaluate and modify as needs dictates.
  20. Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

- Five (5) years experience in multiple areas of public education required including elementary or secondary school instruction and administrative supervision
- Master's degree required
- Proper Pennsylvania administrative certification (K-12)
- Knowledge of K-12 curriculum, instruction, assessment, school organization and management, finance, grant development, school district policy, and Pennsylvania school law
- 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
- 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 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
- 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 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.)*