

## Midwestern Intermediate Unit IV

Title: Director of Educational Services

Reports to: Executive Director

Approved by: Board of Directors

Date: September 25, 2019

Revised: November 18, 2020

**JOB SUMMARY:** Operate the administrative and programmatic components of curriculum, assessment and instruction, continuing education, portions of state and federal, and teen parenting programs. Increase student achievement and success by providing effective and efficient supplemental services based on the needs of the-of the programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provide effective programs with increased student learning results through aligning staff, program offerings, and system processes.
2. Recruit, train, schedule, supervise and evaluate staff; work with staff providing best practice strategies and interventions in their specific area.
3. Maintain a current working knowledge of state and federal regulations and comply with the regulations.
4. Maintain awareness of the changing needs of—curriculum, assessment and instruction, continuing education, state and federal, and teen parenting program via ongoing consultation procedures and annual needs assessment.
5. Plan, prepare, and administer service area budget, disburse funds and prepare reports.
6. Maintain the overall efficiency, accuracy, and effectiveness of the programs to include purchasing, inventory, correspondence, reports, student data base progress monitoring and files.
7. Ensure staff professional development.
8. Maintain an active membership in appropriate professional organizations, serving on boards/councils for school or community based groups.
9. Oversee, supervise, and manage the continuing education program, portions of state and federal program, teen parenting program, and curriculum, instruction and assessment program
10. Assist local school districts with implementation of current regulations regarding standards based curriculum, instruction, and assessment

11. Assist local school districts in using data to prepare plans for school improvement and comprehensive
12. Perform other duties as assigned by the Executive Director.

#### QUALIFICATIONS:

- Pennsylvania administrative certification required
- Master's degree 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, kneeling, bending, 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 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 computer skills
- Ability to operate various technology equipment

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- 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.)