



12. Attend and participate in Multi-disciplinary Team (MDT) meetings involving public and nonpublic schools and serving as a resource to offer suggestions and provide guidance to the team.
13. Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

- Five (5) years experience in education required
- Master's degree required
- Proper Pennsylvania administrative certification (Elementary, Secondary Principal and Special Education) required
- 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 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
- Extensive travel required

**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.)*