

Midwestern Intermediate Unit IV

REPORTS TO: Director of Continuing Education

Date: June 26, 2025

APPROVED BY: Board of Directors

JOB SUMMARY: Direct a variety of professional development and mentoring opportunities to assist educators and stakeholders.
Administer the Pre-K program. Assist with grant writing.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Direct staff, educators, and school administrators on various issues related to certification, continuing professional education, and induction.
2. Monitor paraprofessional continuing education hours.
3. Facilitate and plan internal and external events, conferences including contacting and scheduling presenters for the events.
4. Facilitate training for MIU IV guest teachers.
5. Design, monitor, plan and coordinate mentor training and induction for internal staff and external stakeholders.
6. Design, monitor, and coordinate courses and programs for educators, support staff, and the general public.
7. Submit courses for state approval and market courses statewide.
8. Monitor and maintain the reporting of all state mandated professional development activities and course records including paraprofessional requirements.
9. Research, assist, and write grants for all departments.
10. Direct the Pre-K budgets and program.
11. Assist with the monitoring of state/federal programs.
12. Assist Human Resources in attracting and retaining staff which would include planning job and attending job fairs.
13. Spearhead the planning and preparation of all wide MIU IV in-service.
14. Perform all other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Bachelors Degree in Education and a Pennsylvania teacher's certification required
- Administrative certification required
- Personal flexibility enabling adjustment to varied educational settings,

styles and methodologies

- 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, 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 stand, walk or move throughout the classroom for extended periods of time

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Ability 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 computer skills
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

All Midwestern Intermediate Unit IV Workforce Investment Area Program Service for Older Youth Instructors will be employed as short-term, temporary employees, renewable annually based on satisfactory professional performance and program needs (July 1-June 30). The number of hours of work per week will be determined based upon enrollment and need.

Hourly compensation will be provided for these services as established by Midwestern Intermediate Unit IV.

(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.)