



POSITION GUIDE

Position Title:	Educational Consultant IDEA & Special Education Policy	Code:	
Department:	PA Training & Technical Assistance Network (PaTTAN)	Group:	Act 93, zone 29
Reports to:	Director of PaTTAN	Date:	July 2018

PURPOSE OF POSITION:

Provide training and technical assistance to school districts, intermediate units, and agencies in central Pennsylvania regarding students with high incidence disabilities. Provide support and content expertise to Bureau of Special Education (BSE)/PaTTAN Initiative efforts in the implementation of school district/school improvement strategies, on-site guided practice. Provide leadership in the development of professional education initiatives that addresses instructional practices of proven effectiveness for students with high incidence disabilities, including students with disabilities who are English Language Learners.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Develop specialized training resources in the areas of effective instruction practices, appropriate modifications for learning, progress monitoring of students, and other critical issues as identified by the Bureau of Special Education.
 2. Support the assigned educational initiatives of the PaTTAN system and the tasks identified for implementation through the yearly training plans.
 3. Support special education staff, general education teachers, administrators, and parents with access to effective instructional materials for students identified with a disability.
 4. Provide on-site technical assistance, guided practice, consultation, or sustained professional development supports to local education agencies that serve students with disabilities.
 5. Provide capacity building and guidance in structuring professional development materials, turn-around training opportunities and implementation responsibilities with central region Intermediate Unit technical consultants.
 6. Provide planning expertise internally, throughout the statewide network, and with various community and national partnerships in developing, shaping, and refining new and ongoing projects and professional learning opportunities.
 7. Attend trainings and conferences on professional learning related to Pennsylvania Department of Education, Bureau of Special Education and PaTTAN system initiatives priorities.

This is not a complete itemization of all facets of this position.

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8. Contribute to the effective team management of all problems, issues, and opportunities related to your assigned initiatives
9. Collect and maintain a repository of impact data and achievements pertaining to your work supporting schools, teachers and other staff.
10. Perform other related duties as necessary or assigned.
11. Adheres to the established work schedule through regular and consistent attendance.
12. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

- Education required:** Master’s Degree or higher in Special Education or a related field.
- Experience required:** An extensive background and awareness of the Individuals with Disabilities Education Act (IDEA), Pennsylvania Chapter 14, Special Education Programs for students with disabilities, and Section 504 of the Rehabilitation Act
- Other qualifications:**
- Previous supervisory experience in the oversight of IDEA, the development of individual education plans and especial education monitoring and/or planning.
 - Strength using existing technologies, and evaluating/learning new technologies, for the purpose of communication and delivery of professional development
 - Strong oral presentation skills; effective written communication skills
 - Work experience in the dynamic environment of state, IU, and school district organizations
 - Ability to work with varied constituencies and multiple demands
 - Valid PA driver’s license

SUPERVISION OF PERSONNEL: N/A

PHYSICAL/MENTAL/ENVIRONMENT:

- Physical Demands:** This position will require the candidate to provide training session to audience groups that may run all day or span multiple days. The position would require siting/standing/mobility of candidate over period of session(s).
- Activities:** Driving to other locations: Frequent travel to school districts and intermediate units within the Commonwealth required. Occasional overnight travel required
- Lifting:** Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)
- Vision:** Close concentration
- Mental Demands:** Interpret, analyze and problem solve
- Environment:** Normal office and classroom environment

This is not a complete itemization of all facets of this position.