

**Berks Career & Technology Center
Educational Facilitator**

NOTICE OF VACANCY

DEPARTMENT:	Student Services
CLASSIFICATION:	Instructional Staff
REPORTS TO:	Assistant Principal/Supervisor of CTE Communicate with the Principal and Assistant Principal as well as the Coordinator of Student Services regarding campus related student issues.
LICENSES/CERTIFICATIONS:	PA Certification as required by the PA Dept. of Education in Special Education.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Experience teaching students with disabilities required.2. Working knowledge of PA standards, regulations, and federal legislation as it relates to IDEA required.3. Experience in assisting staff to accommodate students' individual learning needs as described in the IEP under specially designed instruction required.4. Excellent organization, communication, collaboration, and interpersonal skills required.5. An exemplary attendance record is required.6. Must possess a valid Pennsylvania driver's license and a satisfactory driving record.
POSITION GOAL:	Serve as Berks Career & Technology Center's (BCTC) primary point of contact with assigned districts coordinating resources to support the educational process for each student enrolled at BCTC; provide assistance to teachers in the development, monitoring and accommodation of curriculum and instructional practices to better address the learning needs of students in accordance to the student's IEP and unique needs. Participate in IEP conferences as required; maintain communication with member district transition coordinators, parents, administrators, and teachers to ensure student success.
PERFORMANCE RESPONSIBILITIES:	<p>The essential functions of this position include, but are not limited to, the following fundamental duties:</p> <ol style="list-style-type: none">1. Attend all scheduled IEP meetings, as required; maintain IEP records for all students within the campus.2. Ensure that the appropriate information on each student with an IEP is shared with the student's instructors and assigned instructional assistant. Facilitate the monitoring of progress of all assigned students.3. Collaborate with participating schools to ensure students receive appropriate support in verifying career choices, identifying post-secondary opportunities and contribute to developing of transition plans to promote success upon graduation.4. Assist member districts in the development or revision of student's IEP related to their instruction at BCTC; make accommodations, as necessary for individual students, per industry standards.5. Assist instructors with implementing specially designed instruction (SDI) to accommodate each students' unique educational needs.

6. Work directly with instructional assistants and teachers in monitoring, supporting, intervening, and documenting as necessary to ensure student success in progressing through task completion.
7. Collaborate alternative support services to enhance student success.
8. Monitor that SDI's are being implemented by CTE teachers and supported by the assigned instructional assistant.
9. Prepare for and attend all BCTC student meetings and actively participate as a member of the Student Services Team.
10. Assist with the development and updating of Skill Alignment Charts.
11. Ensure compliance with all federal and state laws/regulations and BCTC policies/procedures.
12. Closely monitor and support students enrolled in the Early Admissions program; this shall include collaborating with the Campus Counselors and Transition Coordinators regarding related CTE shadowing and audit experiences and the grading of student essays.
13. Collaborate with the Educational Facilitators at the other campus to ensure consistency in following BCTC policies and procedures.
14. Identify NOCTI testing accommodations for special education students.
15. Support the continuous improvement process, as necessary.
16. Other related duties or tasks may be assigned on an as-needed basis by the Assistant Principal/Supervisor of CTE and/or designee.
17. Prior to the start of the school year, meet with instructors and instructional assistants to explain and review class lists and IEPs. Ensure awareness by IEP sign-off acknowledgement.
18. Intake meeting participation and process. Ensure the student is appropriately placed by attending intake meetings for all newly accepted students. Complete skill alignment year and collect and save IEP prior to the start of the new school year.
19. Maintain and update electronic work calendar and place IEP notes into the school's management system.
20. Participate in planning of the district annual visitation day.
21. Represent BCTC at countywide transition coordinator meetings annually.

POSITION SPECIFICATIONS:

See attachment.

TERM OF EMPLOYMENT:

Full-time position, schedule congruent with school year calendar; additional days beyond the contracted year may be required based on the approval of the JOC.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

CONTACT TO APPLY:

Human Resources Department
In-house calls dial extension 2312/2318 or external calls 610-743-7645.
Berks Career & Technology Center
1057 County Welfare Road
Leesport, PA 19533

DEADLINE TO APPLY:

on or before October 13, 2025.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Berks Career and Technology Center Business Office of any and all reasonable accommodations that will be required.

**BCTC IS AN EQUAL OPPORTUNITY EMPLOYMENT,
EDUCATIONAL AND SERVICE ORGANIZATION.**

Berks Career & Technology Center
ADA POSITION SPECIFICATIONS
(Addendum to Position Description and Notice of Vacancy)

CLASS TITLE Educational Facilitator **DEPARTMENT** Special Education

The position description or notice of vacancy should include the position purpose and responsibilities statement to include the position's intent.

SKILLS REQUIRED:

NUMBER SKILLS (Check one)

- ☐ No number skills required
☐ Counting skills
☐ Basic math skills (+, -, x, /)
☒ Advanced math skills (fractions, %, formulas, equations)

WRITING SKILLS (Check one)

- ☐ No writing skills required
☐ Limited (write and take simple notes)
☒ Extensive (prepare and organize complete document)

SENSORY SKILLS (Check all that apply)

- ☒ Visual
☒ Hearing
☒ Speaking
☐ Other communication skills acceptable

READING SKILLS (Check one)

- ☐ No reading skills required
☐ Recognition of letters/words
☒ Understanding of written directions

VERBAL COMMUNICATIONS SKILLS (Check one)

- ☐ No verbal communication required
☐ Limited (give and take directions)
☒ Extensive (provide information and assistance regularly)
☐ Other communication skills acceptable

KEYBOARD SKILLS (Check one)

- ☐ No Keyboard skills required
☒ Keyboard skills required

OVERALL AMOUNT OF TIME THE EMPLOYEE SPENDS:

Standing 75 %
 Walking 15 %
 Sitting 10 %
 Must total 100% 100 %

Working indoors 75 %
 Working outdoors 25 %
 Must total 100% 100 %

Alone 5 %
 In Groups * 95 %
 Must total 100% 100 %

* Specify approximate number of people: 20

ESSENTIAL RANGE OF MOTION: (Place checkmark in the box that best represents the frequency of each required physical activity)

ACTIVITY	Never	Occasionally	Frequently	Continuously	MOVEMENT	Never		Occasionally		Frequently		Continuously	
Climb Ladder	✓					Lift	Carry	Lift	Carry	Lift	Carry	Lift	Carry
Climb Stairs		✓			0 – 10 lbs.					✓	✓		
Crawl		✓			11 – 25 lbs.					✓	✓		
Kneel		✓			26 – 50 lbs.					✓	✓		
Lift		✓			Over 50 lbs.			✓	✓				
Mop/sweep	✓					Push	Pull	Push	Pull	Push	Pull	Push	Pull
Reach above shoulder		✓			0 – 10 lbs.					✓	✓		
Reach at shoulder		✓			11 – 25 lbs.					✓	✓		
Reach below shoulder		✓			26 – 50 lbs.					✓	✓		
Work above ground			✓		Over 50 lbs.			✓	✓				
Work underground	✓				HAND/FOOT COORDINATION	Never		Occasionally		Frequently		Continuously	
Ride		✓				Left	Right	Left	Right	Left	Right	Left	Right
Shovel	✓				Fine Manipulation					✓	✓		
Sit			✓		Gross Manipulation					✓	✓		
Squat		✓			Simple Grasping					✓	✓		
Stoop/Bend			✓		Power Grasping					✓	✓		
Stretch		✓			Hand/Wrist					✓	✓		
Twist			✓		Twisting					✓	✓		
Walk			✓		Foot Use			✓	✓				
Stand			✓		Exposure to dust, gas, or fumes.....					YES	✓	NO	
Other					If yes, description of exposure:					Dust: wood/ metal; fumes: welding/paint			

☐ Check if typical office conditions.

WORKING CONDITIONS: (Describe the physical environment of the position, e.g., range of temperature at work site; dry/wet conditions; noise levels; presence of dusts, odors, gases and/or fumes; lighting levels; ventilation; cramped spaces, etc.)

Outdoor environment limited to dry conditions with temperatures not below freezing; medium noise levels for the majority of the workday; large indoor area with good ventilation and lighting.

LIST VEHICLES OR MOTORIZED EQUIPMENT AND MACHINES, TOOLS, OFFICE EQUIPMENT, MATERIALS, AND OTHER SPECIAL EQUIPMENT USED IN THE PERFORMANCE OF THE POSITION: *Hand tools, small power tools and equipment, large power tools and equipment, computer, overhead projector.*