

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Emotional Support/Alternative Education Specialist

QUALIFICATIONS:

- A. Pennsylvania certification or Bachelor's Degree and ability to acquire Emergency Permit through participation in the BCIU Guest Teacher Program.
- B. Experience with children and youth who are neglected, abandoned, or abused and have emotional, learning, and social problems.
- C. Valid Pennsylvania driver's license.
- D. The physical ability to engage in safety care techniques.
- E. Good oral and written communication skills.
- F. Skills in conflict resolution.
- G. Personal characteristics indicative of emotional stability, maturity, flexibility, tactfulness, cooperation and cheerfulness.
- H. Ability to use technology in the completion of duties.
- I. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

ECSS Program Administrator

POSITION GOAL:

Assist the professional staff to conduct an effective educational program, to provide support for at-risk students, and to provide for a safe and orderly environment.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position are comprised of a combination of the following fundamental duties (and may include other duties not explicitly listed below):

- A. Assist professional staff with instructional activities, including tutoring, computer-assisted instruction, and supervision of students in corridors, cafeteria, bus loading, all other non-instructional areas of the building, and while on excursions.
- B. Monitor the class while the professional employee is working independently with a specific student or groups of students.
- C. Interact with students in a non-threatening, therapeutic manner.
- D. Conduct standardized pre-assessments and post-assessments in accordance with program requirements; and assist with PSSA testing/processing as assigned.
- E. Collect and maintain student and program records including attendance, enrollment, and behavior data.
- F. Utilize the program database and reporting systems including, but not limited to, billing verification, eSchool, end of year report, safe schools report, etc.
- G. Assist in student disciplinary procedures and intervene as needed if a student is non-compliant using approved BCIU Crisis Intervention and/or Safety Care techniques.
- H. Act as a liaison between the program and school districts; parents; youth; community; and government agencies as it relates to communication regarding students.
- I. Participate in Intake Meetings as required by the program administrator.

- J. Attend and participate in all required BCIU and program inservices, workshops, open houses, parent conferences, and/or meetings.
- K. Participate in periodic student review meetings and IEPs as necessary.
- L. Enforce rules and regulations of the school by patrolling the building and grounds to prevent tampering, safety violations, theft, use of drugs/alcohol, weapons, littering, loitering, or any other misconduct.
- M. Communicate immediately with supervisor the need to involve the police.
- N. Monitor surveillance equipment, inspect building, equipment, access points, and permit entry.
- O. Transport students in an emergency.
- P. If needed, serve as a per diem substitute teacher.
- Q. Be familiar with and implement all guidelines and policies printed in the program handbooks and other program communications.
- R. Perform other job-related duties as assigned by the ECSS Program Administrator.

TERMS OF EMPLOYMENT:

Non-Exempt, Full Time, Ten months/year. Variable schedule that may involve evening work. Salary established by the Intermediate Unit Board of Directors per the Compensation & Benefits Plan for Technology & Support Services staff. SRI 3.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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 BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: January 16, 2020

CC: Employee File