

## **BERKS COUNTY INTERMEDIATE UNIT**

**POSITION TITLE: Assistant Program Administrator – Special Education**

### **QUALIFICATIONS:**

- A. Valid Pennsylvania Certification as Supervisor of Special Education or Principal.
- B. Advanced degree in Special Education or related field.
- C. Five (5) years experience in Special Education or related field.
- D. Experience working in special education / alternative education settings preferred.
- E. Ability to supervise and work effectively and cooperatively with administration, parents, professional, and non-professional staff.
- F. Previous teacher consultation, training, and technical assistance experience preferred.
- G. Ability to function collaboratively with school district, program, and organizational teams.
- H. 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:**

Program Administrator – ECSS/Special Education and/or Student Services

### **SUPERVISES:**

Assigned professional and non-professional personnel

### **POSITION GOAL:**

In collaboration with the Program Administrator, provide appropriate administration of educational programs, projects, and services for students in accordance with state, federal, and local mandates while collaborating with local school districts.

### **PERFORMANCE RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Recruit, select, supervise, and evaluate professional and non-professional employees as assigned.
- B. Assist in the coordination, facilitation, and monitoring of the implementation of programs and services in compliance with federal, state, and local regulations and requirements.
- C. Assist in the coordination and implementation of evidence-based curriculum and educational programming.
- D. Identify the need for and provide staff development and training for assigned staff.
- E. Assist with providing staff development, training, and consultation to regular educators and special educators on instructional methods and accommodations for students with disabilities.
- F. Assist with the management of services consistent with school district contracts.
- G. Assist school districts in understanding services provided, accessing services, and contract clarification.

- H. Oversee the progress monitoring process for students in the curriculum, IEP goals, behavior plans/goals, etc.
- I. Identify the need for and oversee the implementation of family and community training and involvement.
- J. Identify, select, procure, and allocate resources, equipment, supplies, and materials for all programs and projects in adherence to budgets.
- K. Provide instructional and programmatic leadership.
- L. Coordinate the development of a continuum of placement options for students.
- M. Serve as a liaison for student transportation assignments and issues.
- N. Assist with the development of partnerships with community agencies and assist in the management of resources necessary to fulfill such agreements.
- O. Assist with the special education process to include attending and participating in IEP, MDT, and intake meetings, etc.
- P. Assist in the development and implementation of program procedures and practices.
- Q. Mentor and supervise assigned professional and non-professional staff.
- R. Pursue professional growth and development opportunities.
- S. Perform other job-related duties as assigned by the ECSS Program Administrator or designee.

**TERM OF EMPLOYMENT:**

Exempt, Full Time, Twelve months/year. Salary to be established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for Middle Management, SRI 22.

**EVALUATION:**

Performance in 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.**

<b>Print Name</b>	
<b>Employee Signature</b>	<b>Date:</b>

Created: October 13, 2011

Revised: June 12, 2025