

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Program Administrator - Special Education / Alternative Education / Student Services

QUALIFICATIONS:

- A. Advanced degree in Special Education, Educational Leadership, or related field.
- B. Valid Pennsylvania Certification as Supervisor of Special Education or Principal. For building-level administrator positions, a Principal Certification is preferred.
- C. Five (5) years experience in education or related field; experience in special education and/or alternative education preferred.
- D. Ability to supervise and work effectively and cooperatively with administrative, professional, and non-professional staff.
- E. 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:

Assistant Director – K-12 Education and Student Services, Office of Early Childhood & Student Services

SUPERVISES:

Professional and non-professional itinerant and classroom personnel in special education, student services programs, and alternative education; and assistant program administrators as assigned.

POSITION GOAL:

Provide appropriate special education, alternative education, and student services supports for students in BCIU operated programs and/or on assignment in school districts as Acting Director of Special Education and/or Student Services when requested, in accordance with state, federal, and local mandates in conjunction with local school districts.

PERFORMANCE RESPONSIBILITIES:

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

- A. Provide for the efficient and effective operation of special education, alternative education, and student services programs.
- B. Recruit, select, recommend, supervise, and evaluate professional and non-professional employees within the assigned program.
- C. Plan, develop, implement, and evaluate programs and services, including ongoing collaboration with school districts, principals, special education directors, etc., to secure space and materials and coordinate services for students.
- D. Coordinate and staff programs and services in compliance with local, state, and federal requirements.

- E. Establish programmatic and individual goals with the ECSS Director, Assistant Director, and program staff relevant to the program objectives and the core principles of the BCIU.
- F. Survey, project, and secure services to meet low-incidence and at-risk populations.
- G. Serve as liaison, provide services, and write letters of agreement with outside education entities (cyber charter schools, alternative sites, etc.) as appropriate.
- H. Evaluate staff/district needs and develop programming and/or provide services, consultation, and staff development activities to members of the regular, special education, and student services professional, paraeducator, and administrative staff to meet the needs of the student population.
- I. Manage services consistent with school district contracts and assist school districts in understanding the services, accessing services, and contract clarification.
- J. Assist with the development of partnerships with community agencies and assist in the management of resources necessary to fulfill such agreements.
- K. Design, initiate, and supervise programs for student transition to adult life, including the development of procedures for students and teachers regarding job selection, placement, monitoring, and follow-up.
- L. Act as a liaison for student job placement, training, community activities and independent living with vocational schools, advocacy agencies, training agencies, placement agencies, community living organizations, and higher education agencies.
- M. Identify, select, procure, and allocate resources, equipment, supplies, and materials for all staff in accordance with the budget.
- N. Provide instructional and programmatic leadership, which includes, but is not limited to, identifying staff/program needs and providing the appropriate workshops, training, and supports.
- O. Promote a safe and supportive learning environment for students and staff.
- P. Coordinate and write assigned special grants in an attempt to secure funding and programming for special education students.
- Q. Perform other job-related duties as required or assigned by the Director/Assistant Director within certification guidelines.

TERMS 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 26. This position may be eligible for a telework arrangement.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of professional 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: April 16, 2024

CC: Employee File