

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Program Administrator, Career Readiness Advisor, Office of Professional Learning

QUALIFICATIONS:

- A. Master's Degree required.
- B. Minimum of three (3) years' experience in education and/or Career Planning/Work-Based Learning.
- C. Familiarity with *Every Student Succeeds Act* and applicable Federal regulations, the Future Ready PA Index, Educator in the Workplace, PA Workforce Coalition, and PA School Code, specifically the Career Education and Work Standards and K-12 Guidance Plans (339), **and/or** the ability to efficiently and effectively read, interpret, and act upon educational legislation, regulations, and policies.
- D. Ability to plan for and to manage a project with multiple deliverables and timelines.
- E. Experience with focus group planning and recruiting diverse stakeholders from across the state.
- F. Understanding of career planning, portfolio assessments, data-driven decision making, and accountability systems.
- G. Ability to develop an evaluation protocol and audit LEA compliance.
- H. Technical knowledge to train and assist LEAs in implementing Career Readiness programs.
- I. Skills necessary to be a member of a public service team, enthusiasm for Career Readiness content, and a positive, co-operative attitude.
- J. 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:

Director, Office of Professional Development and Curriculum

POSITION GOAL:

Operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with the *Every Student Succeeds Act*, the Future Ready PA Index, Career Education and Work PA Academic Standards, and Pennsylvania graduation requirements.

PERFORMANCE RESPONSIBILITIES:

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

- A. Provide technical support to the Pennsylvania Department of Education and Commonwealth LEAs on matters of College and Career Readiness and the Career Education and Work Standards.

- B. Develop a statewide training plan and provide professional development and technical assistance to LEAs.
- C. Assist LEAs with implementation and maintenance of K-12 career guidance plans (339 plans), and integration of Career Education and Work Standards into the comprehensive or school improvement planning process.
- D. Survey LEAs and conduct stakeholder feedback sessions and report findings/make recommendations to PDE leadership.
- E. Promote College and Career Readiness initiatives throughout the Commonwealth and facilitate dialogue between/among districts, CTCs, businesses, and post-secondary institutions.
- F. Assist LEAs and PDE staff in collecting, sharing, and submitting applicable data, codes, and assurances through PIMS and other Department data systems.
- G. Develop and manage a system for the submission, implementation, evaluation, and maintenance of any Career Readiness assessment data, Career portfolios, or other evidence mandated by ESSA, Future Ready PA Index, or State graduation requirements, and complete targeted audits of an LEA's College and Career Readiness compliance.
- H. Assist PDE staff in the creation, maintenance, and submission of professional development materials and resources/toolkits uploaded to the SAS and PDE portals to support Career and Work standards and Guidance/Career counselors.
- I. Coordinate the construction and submission of any applicable grant applications.
- J. Develop strategies/action plan to assist districts in implementing the Educator in the Workplace initiative.
- K. Represent PDE in multi-state and/or national collaboration of career readiness initiatives.
- L. Provide quarterly reports to PDE to detail progress on completed audits, project results, and areas of concern.
- M. Provide leadership in proposing, planning, and implementing Career Education and Work programs throughout the commonwealth.
- N. Design and provide technical assistance and professional development to meet the needs of schools related to standards-based instruction.
- O. Provide regional opportunities for both face-to-face and virtual professional development in the field of Career Readiness to support curriculum development and implementation.
- P. Analyze statewide student test data and create resources to support improvements in curriculum and instructional delivery.
- Q. Collaborate with other state agencies, bureaus, divisions, and other content advisors in the development of integrated and interdisciplinary approaches to teaching the academic standards across the curriculum.
- R. Perform other job-related duties as assigned.

POSITION SPECIFICATIONS:

- A. PHYSICAL DEMANDS:
Occasional lifting, up to 25 pounds;
Frequent bending, stooping, twisting, reaching, grasping, walking; and
Frequent sitting and typing/keyboarding.
- B. SENSORY ABILITIES:
Visual acuity to read from paper and electronic devices computer screen;

Auditory acuity to be able to use telephone and greet and interact with individual and/or groups;

Ability to speak clearly and distinctly;

Ability to operate a computer; and

Ability to operate a motor vehicle

C. WORK ENVIRONMENT:

Office;

Classroom;

Meeting Room; and

Conference/Professional Development Settings.

D. TRAVEL:

Occasional travel required including overnights.

E. EQUIPMENT REQUIRED

Personal Vehicle.

F. TEMPERMENT:

Must be able to develop and foster business relationships with all constituencies; interact with various publics and individuals.

Work effectively as a member of a team.

Be cooperative, congenial, and service-oriented with a positive attitude.

G. COGNITIVE ABILITY:

Must be able to maintain confidentiality as required by State and Federal regulations.

Think and work independently.

Read and comprehend correspondence, instructions, and the like.

Handle and prioritize multiple tasks.

Make decisions on detail work.

Follow through to completion of assigned tasks with minimal supervision.

H. LICENSE:

Must possess valid driver's license and reliable transportation to/from work

TERM OF EMPLOYMENT:

Exempt, Full time, Twelve months/year; year to year term of employment contingent on funding.

Position resides in the Pennsylvania Department of Education's Complex located in Harrisburg

and requires working in the field as needed. Salary to be established by the Intermediate Unit

Board of Directors per the Compensation and Benefits Plan for Middle Management, SRI 25.

This position may be eligible for a telework arrangement.

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 all reasonable accommodations that will be required.

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

Print Name	
Employee Signature	Date:

Revised: March 25, 2026

CC: Employee File