

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Program Administrator for Office of Professional Learning (OPL)

QUALIFICATIONS:

- A. Advanced degree in education or related field.
- B. Valid Pennsylvania Administrative or Supervisor Certificate.
- C. Ability to plan, create, design, and direct professionals and non-professionals in a spectrum of staff development programs.
- D. Experience in the areas of curriculum, program, and professional development; instructional technology experience preferred.
- E. Ability to build collaborative partnerships between schools, businesses, and community organizations.
- F. Experience working effectively and cooperatively with administration, parents, and professional and non-professional staff within the educational community.
- G. Ability to supervise and work effectively and cooperatively with administrative, professional, and non-professional staff.
- H. Qualities of leadership and good communication skills.
- 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:

Director or Assistant Director – Office of Professional Learning

SUPERVISES:

Professional and nonprofessional staff of OPL as assigned

POSITION GOAL:

Direct, coordinate, and supervise service and leadership to the public and private schools, businesses, community of Berks County, and statewide, where applicable, in the areas of professional development and curriculum. Administer and implement programs and activities that will improve teaching and learning for all students.

PERFORMANCE RESPONSIBILITIES:

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

- A. Organize and monitor assigned programs for quality and effectiveness.
- B. Manage budgets assigned to ensure program expenses are appropriate and do not exceed funding.
- C. Maintain and upgrade professional skills and knowledge through professional growth and development.
- D. Develop programs that may financially assist and promote the BCIU or division goals.
- E. Assist in the coordination and implementation of the IU induction programs, the IU Professional Development Plan, and the Special Education Plan.

- F. Recruit, select, supervise, and evaluate professional and non-professional employees within the assigned program(s) based on BCIU policies and procedures, certification guidelines, state initiatives, and best practices.
- G. Represent the BCIU in local, state, and national professional organizations including presenting information relative to PDE, special education and regular education initiatives.
- H. Work cooperatively with administration, parents, professionals, paraprofessionals, and support personnel in school districts, agencies, and BCIU programs.
- I. Provide training and support to school districts, IU personnel, and parents relative to all related state and federal mandates, and BCIU programs.
- J. Create and follow standard formats related to communication and data collection.
- K. Communicate and collaborate regularly with OPL staff and supervisors, school district administration and staff, BCIU personnel, and other agencies.
- L. Perform all other job-related duties as assigned.

TERM OF EMPLOYMENT:

Exempt, Full Time, Twelve months/year. Salary 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 3, 2023
 April 9, 2026

CC: Employee File