BERKS COUNTY INTERMEDIATE UNIT

POSITON TITLE: Intake Coordination Specialist

QUALIFICATIONS:

A. Associate degree in human services or a related field OR an equivalent combination of experience and training required. Bachelor's degree preferred.
B. Ability to acquire Emergency Permit through participation in the BCIU Guest Teacher Program or Classroom Monitor Training Program.
C. Strong organizational, computer, and interpersonal skills.
D. Ability to communicate clearly; verbally and in writing.
E. Ability to work independently and an extended calendar which may include evenings.
F. Skills in conflict resolution.
G. Personal characteristics indicative of emotional stability, maturity, flexibility, tactfulness, cooperation, and cheerfulness.
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:

ECSS Assistant Director of Student Services and K-12 Education or Program Administrator of Special Education or Student Services, as assigned.

POSITION GOAL:

To serve as the local site coordinator for students enrolled in BCIU Alternative Education Programs. Assist professional staff to conduct an effective educational program through coordination, development, implementation, and monitoring educational programming enrollment, scheduling, and data within the program.

PERFORMANCE RESPONSIBILITIES:

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

A. Assist professional staff with instructional activities as needed.
B. Interact with students in a non-threatening, therapeutic manner.
C. Assist in conducting pre-program assessments to help determine class eligibility based on functional knowledge.
D. Collect and maintain student and program records including attendance, enrollment, and behavior data.
E. Utilize program database and reporting systems including, but not limited to, billing verification, Infinite Campus or other student database, end of the year report, safe schools report, monitoring data, and any other data reporting needed.
F. Act as a liaison between the program and school districts; parents, youth, community, and other agencies as it relates to communication regarding students.

G. Participate in/coordinate and run Intake or other educational meetings as required by direct supervisor.
H. Attend and participate in all required BCIU, program, and host facility in-services, trainings, workshops, parent conferences or meetings.
I. Keep and maintain enrollment, intake, withdraw, and wait lists, and generate weekly and monthly statistical reports to be provided to the host district/facility as requested.
J. Coordinate efforts with facility administration. This may include responding to communications and requests in a timely manner, as needed and by requested deadlines.
K. Attend program specific conferences and professional development as approved by the Director/Assistant Director.
L. Participate in and successfully pass all facility required security clearances and trainings as agreed upon by the facility administration and the ECSS Director/Assistant Director.
M. If needed, assist in instructional responsibilities in the absence of the teacher.
N. Perform other job-related duties as required or assigned by Supervisor(s) and/or Assistant Director.

TERM OF EMPLOYMENT:

Non-Exempt, Full Time-208 days. Salary established by the Intermediate Unit Board of Directors per the Compensation and benefits Plan for Technology & Support Services staff, SRI 7.

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 berks county Intermediate Unit 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: March 27, 2024

CC: Employee File