

**POSITION DESCRIPTION**

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<b>Position Title:</b>	<b>Educational Consultant</b>
<b>Assignment:</b>	Itinerant
<b>Department:</b>	Special Programs and Services
<b>Labor Relationship:</b>	CLEA
<b>Date Originated:</b>	01/24/1998
<b>Date Revised:</b>	11/10/2015; 08/2016
<b>Date Removed:</b>	
<b>Reports To:</b>	Assistant Director or Director of Special Programs and Services

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**Position Definition:** The **Educational Consultant** shall provide assistance to districts and IU classroom staff in curriculum, instructional improvement, and professional development.

**Relationship:** The **Educational Consultant** shall be directly responsible to the Assistant Director or Director of Special Programs and Services and shall report to him/her in all matters concerning assigned Special Education functions and other CLIU #21 business.

**Qualifications:***Education/Experience:*

- ☒ Master's Degree in Education, preferred.
- ☒ PDE Certification in Education, required.
- ☒ Five (5) years' experience in the field of Special Education, preferred.

*Skills/Knowledge:*

- ☒ Demonstrates a proficient understanding and utilization of Microsoft Office Suite and other software packages for use in the Special Program and Services Department.
- ☒ Demonstrates the ability to work collaboratively with a diverse group of external and internal stakeholders.
- ☒ Demonstrates the ability to maintain complete confidentiality.
- ☒ Demonstrates excellent interpersonal skills by exhibiting patience, understanding, and congeniality.
- ☒ Demonstrates excellent oral and written communication skills.
- ☒ Demonstrates the ability to organize, plan, and manage job responsibilities in order to complete assignments with minimal supervision.
- ☒ Demonstrates knowledge of special education regulations, including the Individual Education Plan process.
- ☒ Demonstrates the ability to prioritize assigned tasks.
- ☒ Demonstrates accuracy and attention to detail in completion of tasks.
- ☒ Demonstrates the ability to work independently and maintain departmental deadlines.
- ☒ Demonstrates the ability to make professional decisions.

**Helping Children Learn**

*"CLIU is a service agency committed to Helping Children Learn."*

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- ☑ Demonstrates the ability to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- ☑ Demonstrates the ability to provide training on assistive technology equipment/materials, as needed, to the student/staff involved.
- ☑ Demonstrates accurate knowledge of disabilities, PDE state initiatives, and core standards.
- ☑ Proficient in the use of technology to communicate with students, parents, staff, administrators, and community members.
- ☑ Possesses the skills to provide the highest level of customer service, with patience and knowledge of the department's services.
- ☑ Ability to attend work regularly at assigned work hours subject to lawful leave rights and responsibilities.
- ☑ Ability to design and deliver learning opportunities for adults.
- ☑ Ability to facilitate small group interactions to resolution.

*Physical:*

- ☑ Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing, and speech), and carry or convey sufficient weight to safely and effectively carry out functions, duties, and responsibilities.
- ☑ Ability to independently ambulate in and around work areas.
- ☑ Ability to travel to and from assigned work locations without employer support.
- ☑ Ability to travel on and/or drive a CLIU #21 vehicle.
- ☑ Ability to exhibit appropriate manual dexterity to effectively carry out functions, duties, and responsibilities.
- ☑ Ability and availability to travel overnight.

**Authority:** The **Educational Consultant** will have the authority to perform all functions listed below in accordance with established policies and procedures.

**Functions/Duties/Responsibilities:** To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

*Essential:*

- ☑ Designs and implements CLIU #21 and district-specific professional and curriculum development programs.
- ☑ Provides follow-up technical assistance to translate professional development training into classroom or building application.
- ☑ Assists in planning for the implementation of strategic plans.
- ☑ Facilitates the implementation of "Best Practices" at district-wide, building, and classroom levels.
- ☑ Participates on districts/CLIU #21 and/or building level committees.
- ☑ Collaborates with district and CLIU #21 teams to facilitate student success.
- ☑ Provides staff development in-service trainings during summer months for CLIU #21 and district staff.

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*Essential, continued:*

- ☒ Collaborates with community programs to determine needs and provide training and professional development.
- ☒ Participates in all required trainings regarding assigned PDE special education state initiatives.

*Secondary:*

- ☒ Acts as liaison between PDE/PaTTAN and CLIU #21/districts.
- ☒ Coordinates professional networking sessions across CLIU #21/districts.
- ☒ Maintains current knowledge base regarding educational issues by participating in professional development activities.
- ☒ Maintains required data regarding training activities within a central data base.
- ☒ This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.