

Position Title: Special Education Consultant

Code:

Department: Early Childhood & Special Education Services

Group: Professional

Reports to: Training & Consultation Team Supervisor

Date: August 2025

PURPOSE OF POSITION:

The Special Education Consultant provides programmatic and individual child expertise to the LEA. The Special Education Consultant is an expert in matters relating to classroom management, assessment, academic/behavior supports, instruction, materials, special education procedures, diagnostic/prescriptive approaches, and all skills necessary to be an effective classroom teacher. The Special Education Consultant shall not be regarded nor function as an assistant administrator.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embody the IU13 Keys to the Culture***

1. Provide curriculum, instruction and assessment support to IU13 operated, school district and nonpublic programs through training, consultation, and technical assistance.
2. Attend school team meetings convened around data analysis, instructional practices, transition and other needs as identified by school personnel.
3. Provide planning and management support to administrators, teachers and paraeducators in areas such as scheduling, lesson plans, IEP's, student records, information dissemination, assessment, etc.
4. Provide training, consultation, coaching, and technical assistance to staff regarding multi-tiered systems of support, academic and behavior interventions and classroom management, as well as effective practices in instruction, and service delivery.
5. Assist teachers in the utilization of paraeducators and other resources found in both special and general education.
6. Facilitate meetings and other informal groups for administrators, teachers and paraeducators to discuss common ideas, goals, problems, etc. as a means of building morale and engaging in mutual problem solving.
7. Conduct training and staff development, as needed, on a variety of topics relating to aspects of instruction, behavior management, technology, inclusive practices, transition, social skills, special education procedures and data practices.

This is not a complete itemization of all facets of this position.
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8. Establish and maintain relationships with a network of individuals and organizations involved in Multi-tiered Systems of Support and evidence-based practices to stay current on technical advances and “effective practice” innovations in the fields of general and special education.
9. Remain abreast of current trends in general and special education through the reading of literature, conference attendance and other means, and be able to translate such trends to effective coaching and implementation for the program or individual.
10. Adhere to the established work schedule through regular and consistent attendance.
11. Travel to various locations based on need and/or as directed by Supervisor.
12. Fulfill all other duties as required by the Program Supervisor.
13. Follow all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required:	Master's degree preferred OR significant classroom experience in lieu of master's degree
Certification Required:	PA certification in Special Education PK-12 (inclusive of other Special Education certification titles that remain valid per CSPG 61); Special Education Speech and Language Impaired PK-12; Supervisor of Special Education PK-12
Experience Preferred:	Minimum of three years of teaching experience in Special Education
Other Qualifications:	Driving to other locations: as needed for position
Licenses Required:	Valid Driver's License

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 60%
Walk/stand: 40%

Lifting: Up to 20 lbs

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Normal office or classroom environment