Lancaster-Lebanon Intermediate Unit 13

POSITION GUIDE

Position Title: Educational Consultant-MTSS –Integrated Academics and Behavior **Code:**

Department: PA Training & Technical Assistance Network (PaTTAN) **Group:** Act 93, zone 30

Reports to: Director of PaTTAN **Date:** June 2026

PURPOSE OF POSITION:

The Educational Consultant for MTSS Academics and Behavior serves as a critical team member in advancing Pennsylvania's integrated Multi-Tiered System of Support (MTSS) framework across local education agencies (LEAs) through the coordinated alignment of academic, behavioral, and systemic evidence-based practices. This position is responsible for promoting the development, implementation, and sustainability of comprehensive MTSS structures that strengthen educational systems, improve outcomes for students with disabilities, and proactively support students experiencing academic and/or behavioral challenges to mitigate the potential need for more intensive special education interventions when appropriate.

Through the delivery of high-quality professional development, targeted onsite and virtual technical assistance, and systems-level consultation, the consultant supports LEAs in building integrated academic and behavioral infrastructures that effectively address universal, targeted, and intensive student needs. This work emphasizes equitable access to high-quality supports, early intervention, and the strategic integration of instructional, behavioral, and leadership practices to improve outcomes for students with special needs while enhancing district capacity to prevent and reduce unnecessary referral to restrictive special education services through robust preventative and responsive systems.

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 culture***

1. Provide Integrated Technical Assistance at the District Level:
   - Collaborate with district leadership to unify MTSS needs across academics and behavior, developing comprehensive district-wide improvement plans.
   - Enhance MTSS implementation through ongoing on-site support and progress monitoring.

2. Deliver On-Site Support at the School Level:
   - Assess and strengthen MTSS practices in collaboration with school administrators and teams, ensuring cohesive academic and behavioral strategies.
   - Offer specific guidance to tackle school-level MTSS challenges.

3. Support Classroom-Level Implementation:
   - Work directly with educators to deploy integrated instructional strategies that cater to both academic and behavioral needs.
   - Provide classroom-level assistance to refine educational practices and elevate student outcomes.

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4. Research and Knowledge Sharing:
- Remain engaged with effective implementation research, trends, and practices in integrated MTSS for academics and behavior.

5. Development and Dissemination of Educational Materials:
- Create and distribute training materials, resources, reports, and presentations that reflect current integrated MTSS insights.

6. Professional Development and Training:
- Design and conduct training sessions and workshops for educators at all levels to foster skills in implementing integrated MTSS frameworks effectively.

7. Monitoring and Evaluation:
- Regularly evaluate the effectiveness of MTSS implementations at various levels and provide feedback and strategies for continuous improvement.

8. Stakeholder Engagement and Communication:
- Engage with a broad range of stakeholders, from educators, families, PDE staff and others, ensuring alignment and support for MTSS initiatives.

9. Compliance and Best Practices:
- Ensure adherence to all applicable laws and organizational policies, particularly in areas concerning privacy (FERPA and HIPAA) and educational standards.

10. General Administration and Team Collaboration:
- Maintain consistent attendance, actively participate in team activities, and assist with problem-solving and project advancements as needed.

11. Adheres to the established work schedule through regular and consistent attendance.

12. Contributes to the effective team management of all problems, issues, and opportunities.

13. Other duties, as assigned by the on-site supervisor in charge.

14. Follows 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 in education or related field.

Experience required: **Minimum of five (5) years of** Teaching and Administrative experience

Other qualifications:

- Broad knowledge of MTSS, behavioral, and academic support strategies
- PA Instructional or Ed Specialist Certification
- Broad knowledge of federal and state laws and regulations and public policy with regard to delivery of special education services (IDEA and Chapter 14)
- Strong oral presentation skills; effective written communication skills

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- Work experience in the dynamic environment of state, IU, and school district organizations
- Ability to work with varied constituencies and multiple demands
- Valid PA driver's license

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Driving to other locations: Frequent travel to school districts and intermediate units within the state required.

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Normal office and classroom environment

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

_____

Print Name

_____

Signature Date

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