Position Title: Educational Consultant – Learning Environments and Engagement (LEEI)  
Department: PA Training & Technical Assistance Network (PaTTAN)  
Reports to: Director of PaTTAN and/or Designee  
Code:  
Group: Act 93, Zone 30  
Date: April, 2023

PURPOSE OF POSITION:

The LEEI educational consultant will provide training, technical assistance and on-site coaching to school districts, intermediate units, and agencies in central Pennsylvania with a focus on meeting the needs of students with emotional and behavioral disabilities. This position will provide support and content expertise to Bureau of Special Education (BSE) and PaTTAN Initiatives on evidence-based practices for students receiving emotional support. Additionally, the position will research, develop and refine evidence-based professional development and training materials for students with emotional and behavioral disorders.

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

1. Develop specialized training resources in the areas of effective instruction practices, appropriate modifications for learning, progress monitoring of students, and other critical issues as identified by the Bureau of Special Education.

2. Support the assigned educational initiatives of the PaTTAN system and the tasks identified for implementation through the yearly training plans.

3. Support special education staff, general education teachers, administrators, and parents with access to effective instructional materials for students identified with emotional and behavioral disabilities.

4. Provide on-site technical assistance, guided practice, consultation, or sustained professional development supports to local education agencies that serve students with emotional and behavioral disabilities.

5. Provide capacity building and guidance in structuring professional development materials, turn-around training opportunities and implementation responsibilities with central region Intermediate Unit technical consultants.

6. Provide planning expertise internally, throughout the statewide network, and with various community and national partnerships in developing, shaping, and refining new and ongoing projects and professional learning opportunities.

This is not a complete itemization of all facets of this position.
7. Attend trainings and conferences on professional learning related to Pennsylvania Department of Education, Bureau of Special Education and PaTTAN system initiatives priorities.

8. Contribute to the effective team management of all problems, issues, and opportunities related to your assigned initiatives.

9. Collect and maintain a repository of impact data and achievements pertaining to your work supporting schools, teachers, and other staff.

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

11. Proactively works as a team member to solve/assist with problems, issues, and opportunities.

12. 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.

13. Perform other related duties as necessary or assigned.

**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:** Experience as a K-12 Emotional Support Teacher and/or Supervisor of Emotional Support Programs

**Other qualifications:**
- Broad knowledge of federal and state laws and regulations and public policy with regard to delivery of special education services (IDEA and Chapter 14)
- Strength using existing technologies and evaluating and learning new technologies for the purpose of communication and delivery of professional development
- Strong oral presentation skills; effective written communication skills
- 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:** This position will require the candidate to provide training sessions to audience groups that may run all day or span multiple days. The position would require sitting/standing/mobility of candidate over period of sessions.

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

**Vision:** Close concentration

*This is not a complete itemization of all facets of this position.*
Mental Demands:  Interpret, analyze and problem solve.

Environment:  Normal office and classroom environment