**Position Title:** Educational Consultant- Grant Funded  
**Department:** PA Training & Technical Assistance Network (PaTTAN)  
**Reports to:** Program Director (OESE Special Projects)

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**PURPOSE OF POSITION:**

This grant funded position will provide training and technical assistance to school districts, intermediate units, and agencies in Pennsylvania in the area of Computer Science and STEM. Provide support and content expertise to PaTTAN Initiative efforts in the implementation of school district/school improvement strategies, on-site guided practice. Provide leadership in the development of professional education initiatives that addresses instructional practices of proven effectiveness for all students in the areas of Computer Science and STEM.

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**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 universally designed resources in the areas CS ensuring effective instructional practices in culturally-responsive CS education are afforded to all students across the commonwealth, including student with disabilities and English learners.

2. Organize, coordinate and provide training/technical assistance to public and private school entities that receive PA Smart funding.

3. Support the assigned educational initiatives of the PaTTAN system on CS integration within the context of and the tasks identified for implementation through yearly PDE prioritized training plans including but not limited to the PA Smart rollout.

4. Provide job-embedded and on-site technical assistance, guided practice, consultation and sustained professional development that supports educators serving all students, including students with disabilities and English language learners in CS.

5. Provide capacity building and guidance in structuring training and professional development across all 29 Pennsylvania Intermediate Units via the PDE State System of Support (SSOS) and IDEA funded TAC.

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 in CS.

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

*This is not a complete itemization of all facets of this position.*
8. Provide capacity building and guidance in structuring professional development materials, turn-around training opportunities and implementation responsibilities with central region Intermediate Unit technical consultants.

9. 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.

10. Attend trainings and conferences on professional learning related to Pennsylvania Department of Education, Bureau of Special Education and PaTTAN system initiatives priorities.

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

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

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

14. Perform other related duties as necessary or assigned.

15. 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 fields; Computer Science and/or STEM background.

Certification: PA Certification in any of the following areas, preferred: Computer Science 7-12, Technology Education PK-12, Mathematics 7-12; Mid-level Math 6-9 and 4-8; Mid-level Science 6-9 and 4-8.

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)
- Strong oral presentation skills; effective written communication skills
- 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

This is not a complete itemization of all facets of this position.
Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Office and school 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