



POSITION MANAGEMENT GUIDE

Title:	Instructional Advisor	Division Approval:	4/17/12; 3/3/20
Department:	Special Education	HR Approval:	4/18/12; 3/3/20
Reports to:	Assistant Director of Special Education	Board Approval:	8/7/12
Salary	LIUEA	Revision Date:	5/1/19; 5/5/20
Schedule:			

SUMMARY OF PURPOSE

This position works in collaboration with district and IU school staff, including administrators, special education supervisors, school psychologists, teachers and teaching assistants to increase student achievement using data informed practices, and to facilitate the implementation of positive behavior support interventions using multiple research-based interventions for a wide range of students with or without disabilities.

ESSENTIAL REQUIREMENTS

- Pennsylvania certification in Special Education, required
- Master's degree in education, preferred
- Minimum of four (4) years' teaching experience with students experiencing learning and/or behavioral difficulties
- Training and/or certification in applied behavior analysis (ABA), and/or crisis prevention/positive behavior intervention programs such as Crisis Prevention and Intervention or Safety Care is preferred
- Certifications in special education supervision and/or administration, preferred

ESSENTIAL FUNCTIONS

- Provides consultative services to school districts and IU operated programs.
- Participates as a member of the educational team within district and/or IU program to facilitate development and implementation of positive behavior supports and effective instructional practices across regular and special education settings. This includes regular communications with the program supervisor.
- Connects with assigned staff as per program expectations and needs bi-monthly, or more frequently when necessary, to provide feedback, guided practice, and/or coordinate specific problem-solving activities.
- Supports data collection systems and advises the classroom/building team in the implementation of data collection systems and analysis of the data to support data informed decision making and effective instructional practices.
- Works as a team in the design and implementation of engaging teaching strategies that support effective instruction, development of Functional Behavior Assessments (FBA), and implementation of Positive Behavior Support Plans (PBSP) for students exhibiting behaviors that interfere with their learning and the learning of others.

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- Provides guidance and training for IEP development, review and revision.
- Supplements resource and reference materials to support research-based instructional interventions and positive behavior supports within the general education environment.
- Collaborates with school staff to work effectively with the families of students with disabilities.
- Provides training opportunities in the development and implementation of engaging teaching strategies and/or positive behavior supports upon request.
- Assumes any other responsibilities as assigned by the Special Education Director or his/her designee.

DIVISION/ORGANIZATION

- Keeps current with related technology and developments that impact the division and the organization.
- Makes decisions consistent with the LIU mission and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles and applies these principles to promote improvement within the Division.
- Performs other functions as assigned by the Division Director.

SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing

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☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
☐ Limited Vision
☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
☐ Simple Counting Skills
☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☒ Several Blocks from Building
☐ Building Only
☐ Work Area
☐ Room Only

9. Mobility Skills

- ☐ Mobility Within the Building
☐ Mobility Within a Four-Block Radius
☒ Driving Required

10. Sitting

- ☐ 75% - 100%
☐ 50% - 75%
☒ 25% - 50%
☐ Less than 25%

11. Standing

- ☒ 75% - 100%
☐ 50% - 75%
☐ 25% - 50%
☐ Less than 25%

12. Bending

- ☒ Knees and Waist
☐ Waist Only
☐ Knees Only
☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
☒ 10 - 30 lbs.
☐ Less than 10 lbs.
☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
☒ 2 - 6 Feet

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- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: 8/7/2012

Revision adopted: 5/5/2020