

Position Title: Education Consultant- Deaf/Blind Project
Department: PA Training & Technical Assistance Network
Reports to: Assistant Director of PaTTAN Harrisburg

Code:
Group: Act 93, zone 29
Date: August 2011

PURPOSE OF POSITION:

Responsible for providing training and technical assistance for families, educators, and service providers of children and youth (0 – 21 years of age) who are deafblind or at-risk for deafblindness.

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. Plans, coordinates and implements local, regional and state-wide training and technical assistance for families, educators, and service providers of children and youth who are deaf/blind or at-risk for deaf/blindness.
 2. Develops and disseminates information, resources and training materials for families, educators, and service providers.
 3. Assists teachers and school district teams in monitoring student progress and adjusting instruction to meet the needs of the students.
 4. Assists in the development of the federal grant application based on federal priorities and state needs for submission on behalf of the Pennsylvania Department of Education.
 5. Conducts early and accurate identification of children and youth who are deaf/blind or at-risk for deaf/blindness by coordinating the deaf/blind census with early childhood, school and intermediate unit personnel.
 6. Performs other related duties as necessary
 7. Contributes to the effective team management of challenges, issues, and opportunities

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 Special Education or related field
- Experience Required: Teaching experience with students who are deaf/blind.
- Other Qualifications:
- Good organizational skills, public speaking skills, verbal and written communication skills, and the ability to work with a broad range of people
 - Valid Pennsylvania driver’s license, valid automobile insurance
 - Technical skills in assistive technology and sign language helpful

MISCELLANEOUS REQUIREMENTS:

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

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 70%
Walk/stand: 30%
Driving to other locations: As needed

Lifting: Up to 30 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Normal school and office environment
