

Job Title: Cyber Services Program Consultant

Qualifications

1. Ability to develop, market and expand emerging services.
 - a) Evidence of ability to strategically plan including needs assessments, research of existing products/services, and action planning
 - b) Ability to promote products and services
 - c) Willingness to pursue entrepreneurial efforts including funding, partnerships and increased service requests.
2. A valid PA Level II teaching certificate plus Master's Degree in education-related field
3. Five years teaching experience with evidence of strong instructional practices
 - a. Evidence of implementing research-based instructional practices resulting in improved student achievement
 - b. Specific knowledge of, evidence of use with students, and the ability to articulate why reading, writing, speaking and listening skills and strategies are critical components of classroom instruction
 - c. Demonstrated skills in collecting, organizing and analyzing data to inform instructional decisions
 - d. Knowledge of teacher resources available in various content areas
 - e. Knowledge of and experience working with diverse learners, including English Language Learners, gifted, students with IEPs, homeless and other at-risk populations
4. Demonstrated competency in a leadership role
 - a. Evidence of program management and organizational skills
 - b. Demonstrated skills in problem solving, listening, collaboration and diplomacy
 - c. Excellent oral, written communications, and interpersonal skills with the ability to communicate with a variety of audiences, including teachers, administrators, school boards and parents
5. Demonstrated facility with current technology tools for instruction, communication, and office applications
6. Commitment to lifelong learning, including a demonstrated passion for exploring new ideas
7. Willingness and ability to work flexible hours/schedules
8. Valid Pa Driver's License and ability to travel to and from IU sites and other locations using reliable personal transportation.
9. Able to sit at a desk for extended periods of time without discomfort.
10. Able to lift up to 25 pounds of equipment and supplies needed for job duties.

Responsibilities

1. Develop and maintain a point of contact with local districts, college/universities and other educational institutions for cyber services.
2. Maintain professional relationships with district administrators in order to provide support, foster communication, learn of new services and market existing services.
3. Supervise, develop and manage the Colonial Intermediate Unit's Cyber Services Program including but not limited to the following:
 - a. Prepare and manage project budget, reports, etc.
 - b. Establish on-line distance learning opportunities for students.
 - c. Provide student management services for enrolled students in collaboration with sending districts.
 - d. Provide opportunities for local educators to participate in cyber services program.
 - e. Negotiate with course vendors for diverse content and cost-effective programming.
 - f. Market cyber services to member school districts and CTCs.
 - g. Coordinate and evaluate all aspects of the Program.
4. Collect data and disseminate data to school districts in order to assist them in making decisions and preparing supportive materials for use with constituents.
5. Work in providing professional development training to enhance the quality of Cyber Services offerings.
6. Perform other duties as designated

Employment Terms

This is a contract position funded by grants. While the potential for growth into a permanent position exists, no guarantee of employment beyond 6/30/2012 will be provided.