



90 Lawton Lane
Milton, PA 17847
(570) 523-1155
www.csiu.org

Employment Posting

www.csiu.org/jobs

The Central Susquehanna Intermediate Unit is accepting online applications for the following position:

Supplemental Education Services Program Manager:

Full time position responsible for the implementation of federal programs administered through Pennsylvania's Department of Education (PDE) Division of Federal Programs for public and non-public schools.

This position also has sole responsibility for Act 89 programs and services to non-public schools. This includes some instructional activities at assigned schools, monitoring of daily operations and hiring, supervision, and evaluation of professional staff assigned to these programs. Program responsibilities include the provision of training for applicable CSIU-employed speech and language therapists, school social workers, non-public Reading/Resources teachers and other applicable instructional and support staff. Position also involves assessing the needs of non-public schools in conjunction with school administrators, and staying abreast of requirements and changes in federal and state funding sources.

The position is also responsible for all programs and services associated with the 21st Century Community Learning Center (CCLC) funding at participating CSIU member districts. These responsibilities include hiring, supervision, and evaluation of all program staff and development and evaluation of afterschool programs including ongoing coordination with district administrators and PDE.

Salary: \$76,000 – 90,000 is dependent on education and experience level. This is an Act 93 middle management position following a 260 day, 12-month work schedule. Benefits include medical, dental, vision insurance; retirement options including Pennsylvania Public School Employees Retirement System (PSERS) and life insurance options.

Education and experience required:

- Minimum requirements are a Master's degree or PDE-approved Master's Equivalency in Education.
- Valid Pennsylvania Supervisor of Curriculum and Instruction (CSPG #88). A Principal PK-12 administrative certificate (under CSPG #88 and 95) preferred.
- Excellent interpersonal skills and written communication skills.
- Extensive knowledge and experience working with non-public education.
- Extensive knowledge and experience in program planning, development and management.
- Experience with federal programs.
- Experience and knowledge of standard business budget/finance practices
- Excellent writing and public speaking skills experience.
- Proficient in Microsoft Office and Google Platform applications and Word, Excel, PowerPoint and email.
- Excellent interpersonal skills. Ability to develop and maintain positive relationships with colleagues and clients, both internal and external.
- Ability to effectively supervise staff and deal with sensitive personnel issues.
- Federal program laws and regulations experience.

Apply online at www.csiu.org/jobs. In addition, please upload a copy of your Pennsylvania teaching certificate credential, official transcripts conferring degree(s) and three (3) professional letters of reference.

Application deadline is March 26, 2021 at 11:59PM. EOE.