

November 9, 2022

**ADMINISTRATIVE POSTING**

**POSITION:** Human Resource Generalist – 12 Month Position

**LOCATION:** Administrative Building

**TYPE OF PROGRAM:** Business Office

**RESPONSIBILITIES:** Provide professional development training and consultation for the current TaC Initiatives identified by PDE with the emphasis on instructional support for member school districts. Applicant should have Special Education experience and knowledge of Behavior with an emphasis on tiered support through the Positive Behavior Interventions and Support model and Applied Behavior Analysis principles. Applicant should have knowledge of Assistive Technology, Multi-tiered Systems of Support, as well as Transition services. Experience in the delivery of professional development and coaching experience required. Experience with SWIS behavior data tracking and/or other behavior data programs preferred. Initiatives that require support of TaC staff members are subject to change.

**QUALIFICATIONS:** 5+ years of Human Resource experience in an education setting

**SALARY:** As per current Act 93 Management Compensation Plan (Manager band)

**This form is to be received by the Office of Business Affairs no later THAN NOON ON FRIDAY November 18, 2022.**

**RETURN THIS FORM, CLEARANCES, and UPDATED RESUME TO:**

**OFFICE OF BUSINESS AFFAIRS**

**ATTN: JENNIFER HONICK, DIRECTOR OF BUSINESS AFFAIRS**

**NORTHEASTERN EDUCATIONAL INTERMEDIATE UNIT**

**1200 LINE ST.**

**ARCHBALD, PA 18403**

**PLEASE INCLUDE:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

No FAX responses accepted

Minority App. Welcome

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