POSITION GUIDE

Position Title:	PaTTAN Apprenticeship Program	**Code:**	
Department:	PaTTAN-Harrisburg	**Group:**	Other
Reports to:	PaTTAN Assistant Director for Personnel Supervision	**Date:**	2021

PURPOSE OF POSITION:

At the request of the Bureau of Special Education (BSE) for the PA Department of Education (PDE), the Pennsylvania Training and Technical Assistance Network (PaTTAN) Apprenticeship Program desires to support the efforts of local colleges and universities to recruit and retain passionate and underrepresented pre-service candidates into the field of special education.

The goal of the PaTTAN Apprentice Program is to expose pre-service candidates to the assorted operations of the PaTTAN system and its support of special education services through training and technical assistance throughout the Commonwealth. By working on various assignments with consultants from the different initiatives the candidate will be able to synthesize the knowledge found in his/her course work with that of the practical apprenticeship experience to gain skills and insights that can be utilized later in a career.

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. Attend and participate in planning meetings for assigned initiatives.
2. Support Consultants as needed with the development and administration of training sessions. Observe training sessions to expand knowledge in the initiative.
3. Shadow consultants in the field and document observations.
4. Debrief with consultants about field experiences.
5. Assist with the planning and facilitation of local and state training conferences, including registration material assembly/preparation, etc.
6. Assist consultants with special projects as needed.
7. Support the Consultants with clerical needs and other duties as assigned.
8. Adheres to the established work schedule through regular and consistent attendance.

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9. Contributes to the effective team management of all problems, issues, and opportunities.

10. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

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:

- High School diploma or GED Equivalent required

- Anticipated enrollment (upcoming semester) or current enrollment in undergraduate or graduate degree program within, or related to, the field of education.
  OR
  A recent graduate from an undergraduate or graduate degree program within, or related to, the field of education who has yet to begin full-time employment

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 80% Walk/stand: 20%
Lifting:	Up to 20 lbs.-Lifting of light boxes and office material
Vision:	Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Normal office environment

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