



ESCCO –COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

PROJECT ASSISTANT - AT & AEM CENTER

Minimum Qualifications:

- Associates Degree, Bachelors' Degree or higher preferred
- Demonstrated experience or education in special education, related services (e.g. speech/language, occupational therapy, psychology, etc.), assistive technology, or instructional technology. Additional consideration given for those with a focus in visual impairments (including blindness), hearing impairments, deafness, and deaf-blindness and an understanding of instructional practices
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments
- Organizational skills, attention to detail, and the ability to follow multi-step directions
- Strong independent work ethic
- Ability to consistently meet deadlines
- Ability to advocate for assistance and ask clarifying questions as needed
- Excellent written and verbal communication skills
- Basic understanding of braille preferred
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Program Director of AT&AEM Center

Job Objectives:

The staff of the Assistive Technology & Accessible Educational Materials (AT&AEM) Center at OCALI are committed to ensuring access for all people with disabilities. We believe that people with disabilities and those who support them need access to the right materials, technology, and training to ensure they can live their best lives for their whole lives.

The Project Assistant will work collaboratively with a team of 15 staff within the AT&AEM Center including an AEM Specialist, AT Specialists, Lending Library Librarian, and AEM Production Specialists to deliver products and services. In addition, the Project Assistant will work with other OCALI center staff to support the needs of their products and services and occasionally work with OCALI staff who may have specific accessibility needs.

Responsibilities and Essential Functions:

‘The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.’

- Participates in general administrative duties, including but not limited to, staff travel, monthly data reporting, and other duties as assigned
- Manages Center communications under the direction of the Program Director, including but not limited to, monitoring and updating the website, social media posts, list serve mailing, and more
- Organizes and coordinates training activities for the BEST grant, DD grant, and others as appropriate including speaker contracts, speaker coordination (travel, scheduling, lodging, etc.), event coordination (similar to previous tasks outlined), ATIM author contracts/payments, etc.
- Supports the remediation of Center documents for accessibility
- Works on audio description scripts for videos
- Facilitates online course content development
- Supports the Center’s Federal Quota Registration work in collaboration with the Research & Impact Office
- Assists with Federal Quota database clean up
- Assists with center meeting and professional development logistics as appropriate
- Completes other duties as assigned by the Program Director which may include processing invoices or other fiscal tasks, supporting district technical assistance initiatives, maintaining listservs, letter writing, ordering supplies, filing, data maintenance, opening mail, tracking postage, etc.
- Performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal

responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

July 2020