



ESCCO – COUNCIL OF GOVERNMENTS

*OCALI*

JOB DESCRIPTION

## **EARLY CHILDHOOD CONSULTANT AND TRAINING FACILITATOR**

### **Minimum Qualifications:**

- Thorough working knowledge of Early Childhood Education and IDEA Part B services.
- An Ohio teaching license in Early Childhood or an Ohio Supplemental Early Childhood Teaching License is required
- Bachelor's degree or higher
- Experience teaching young children with diverse learning needs, including writing and implementing Individualized Education Programs (IEPs)
- Strong understanding of implementation science and how to embed practices within a statewide system.
- Flexibility of schedule to travel frequently and independently within the state for meetings, consultations, and professional development when needed.
- Polished and well-spoken facilitator, with the ability to conduct trainings and professional development opportunities for early childhood professionals.
- Excellent written and verbal communication skills. Demonstrates ability to communicate professionally and effectively with internal teams, external partners, and/or customers.
- Ability to host virtual meetings and conduct virtual trainings.
- Innovative thinker, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the organization's mission.
- Proven experience and ability to coordinate projects, adhere to timelines, meet deadlines, and complete activities as planned.
- An effective team member who can work collaboratively, internally and externally, with a variety of people and organizations, both public and private, to address the needs of families and young children.
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, search engines, webinars, etc.) and online environments.

- Experience with Early Childhood services, childcare and other health and education services and organizations for young children and families.
- Extensive knowledge of and experience with evidence-based practices for young children with autism spectrum disorders or related developmental disabilities.
- 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:** Exempt

**Reports To:** Program Director, Center for the Young Child, OCALI

**Job Objectives:**

OCALI is a trusted source of high-quality information, facilitation, coaching, professional development and technical assistance to ensure families, educators, and service providers are equipped to effectively care for, support, educate, employ or work with individuals with disabilities. The Center for the Young Child (CYC) at OCALI is dedicated to giving children with disabilities the best possible start in life because early experiences impact lifelong outcomes. The Early Childhood Consultant and Training Facilitator will be creating and sharing resources and providing training and technical assistance so that young children (0-8) with disabilities have the foundation they need for a lifetime of learning, growth, and opportunities in their community.

**Responsibilities and Essential Functions:**

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

- Supports OCALI's work in the improvement of early childhood and the use of evidence-based practices for children (0-5) with autism spectrum and related disorders.
- Coordinates contract and grant activities, including but not limited to, development and implementation of activities and training and communicating and reporting to funding agencies.
- Collaborates with state partners to ensure a connected network for planning and delivering resources that benefit preschool children and families in a coordinated way.
- Engages in development of training products, both online and face-to-face, and other resources, both digital and in print, for families of children with developmental disabilities.
- Demonstrates accuracy, responsiveness, and excellent communication when fielding OCALI phone calls, participating in meetings and trainings, and

responding to emails and other written correspondence from families and service providers.

- Through organization, phone and email correspondence, provides information, technical assistance, and support to families of children with disabilities.
- Performs other specific job-related duties as directed 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.

January 2020