



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT MANAGER

Minimum Qualifications:

- Bachelors' Degree or higher, Masters' Degree preferred
- Thorough working knowledge of Ohio Early Intervention and IDEA Part C services and the transition from Part C to B.
- Credentialed as an Early Intervention Specialist or Service Coordinator in the state of Ohio, or related early intervention service provider (speech language pathologist, occupational therapist, physical therapist, etc.)
- Experience in evidence-based practices for young children with autism spectrum disorders or related developmental disabilities preferable.
- Established PLAY Project Certified Consultant preferable, or willing to attend PLAY Project Certification training and build an extensive knowledge of the intervention.
- Strong understanding of implementation sciences 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 intervention 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.
- 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

Job Objectives:

The Early Childhood Professional Development Manager executes DODD state implementation contracts for early identification and early intervention, including budget review and contract fulfillment. In addition, oversees and directs the Center for the Young Child training and professional development efforts and fulfillment of contract deliverables.

Responsibilities and Essential Functions:

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

- Supervises and executes DODD state implementation contracts for early identification and early intervention, including budget review and contract fulfillment.
- Oversees and directs the Center for the Young Child training and professional development efforts and fulfillment of contract deliverables.
- Works with Center Program Director on CYC contract development, analysis, and forecasting.
- Executes CYC staff meetings.
- Represents the CYC at early care and education advisory and work groups (focusing on Birth – 3).
- Supports OCALI’s work in the improvement of early identification, early childhood and the use of evidence-based practices for children (birth-8) with autism spectrum and related disorders.
- Collaborates with state partners including, but not limited to, the Ohio Department of Developmental Disabilities, to ensure development of a connected network for planning and delivering resources 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 autism.
- 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 phone and email correspondence, provides information, technical assistance, and support to families of children with autism.
- Completes other duties as assigned by Center for the Young Child Program Director.
- 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.

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