



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

OCALI

JOB DESCRIPTION

EXECUTIVE DIRECTOR

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and board policies.
- Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.
- Ability to organize community support for special education programs and student assimilation activities

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: OCALI Governing Board and Superintendent, ESC of Central Ohio

Job Objectives:

To daily provide overall leadership and supervision of OCALI, to conduct all activities in a manner that will enhance cooperative efforts among schools, agencies, and parents. To promote the overall efficiency of the local, regional and statewide educational network and maximize the educational opportunities and benefits available to children and youth with autism and low incidence disabilities.

Responsibilities and Essential Functions:

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

- Oversees and administers all operational activities of the OCALI Project including developing, implementing and executing policies adopted by the OCALI Governing Board
- Identifies and coordinates professional development activities related to autism and technical assistance to districts serving children with autism and low incidence disabilities

- Develops and implements all statewide project plans, prepares reports, coordinates publications, coordinates data and information for ODE evaluation
- Coordinates all computer and technology needs
- Supervises the development and delivery of professional development and technical assistance to districts serving children with traumatic brain injury (TBI)
- Oversees professional development surrounding assistive technology for students with disabilities including students with low incidence disabilities
- Manages project resources including professional, clerical staff and materials
- Approves requests for sick, personal, vacation time and flex time for OCALI staff
- Recommends and selects OCALI project personnel for employment in cooperation with the ESC of Central Ohio and the Ohio Department of Education
- Conducts all staff evaluations in conjunction with the assistant director and program directors
- Oversees and coordinates all project activities including establishing project timelines
- Develops statewide budget in cooperation with OCALI Governing Board and Ohio Department of Education, Office for Exceptional Children
- Approves purchase requisitions and payments
- Oversees OCALI's responses to requests for information from parents and educators of children with autism
- Oversees the development of evidence-based tools and products for interventions for children and youth with autism and low incidence disabilities
- Works closely with the OCALI Governing Board Chairperson to facilitate Board meetings
- Collaborates and consults with state agencies that serve persons with autism
- Provides and encourages input on grant activities through task forces
- Attends OCALI, state board and related agencies as appropriate and assigned
- Works collaboratively with the Ohio Brain Injury Association (OBIA) to develop a regional structure designed to assist districts serving children with TBI
- Develops goals and activities as appropriate for all areas of responsibility
- Performs other specific job-related duties as directed by the OCALI Governing Board and/or the ESC of Central Ohio Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the OCALI Governing Board and/or 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