



## ESSCO – COUNCIL OF GOVERNMENTS

### *OCALI*

### JOB DESCRIPTION

# **PROGRAM DIRECTOR - FAMILY AND COMMUNITY OUTREACH CENTER**

#### **Minimum Qualifications:**

- Master's Degree
- Valid Ohio Department of Education administrative license or certificate appropriate for the assignment according to the educational background of applicant.
- Extensive experience in working with parents and caregivers of children, youth, and young adults with disabilities. Cross categorical experience preferred. Knowledge of the information and needs of individuals with disabilities and their families.
- Expertise in the identification and use of educational and support options, auxiliary services, and materials that address the educational, instructional and emotional needs of families and OCALI's collaborative partners.
- Knowledge of local, regional, and state education programs and supports available to individuals with disabilities and their families through public agencies.
- Knowledge and experience in cross agency collaboration and educational environments. Ability to organize community support for special education, family education, and outreach activities, as well as programs for disability support and awareness.
- Familiarity with family and consumer support organizations throughout Ohio, including, but not limited to, the Ohio Parent Mentor Network.
- Professional development or training experience including production and delivery of content.
- 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 adhere to timelines, meet deadlines, and complete activities as planned.
- An effective team leader and 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.
- Excellent written and verbal communication skills. Demonstrates ability to communicate professionally and effectively with internal teams, external partners, and/or customers.

- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments.
- Ability to independently travel within the state for meetings, consultation, and professional development when needed.
- 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:** OCALI Executive Director and Assistant Directors

**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 Family Center at OCALI connects families to the information they need regarding services, supports, trainings, and resources, including the free OCALI Lending Library. It offers trainings and products to help families, as well as to support the agencies serving them. The Family Center Program Director will supervise the functions and services of the Family Center and ensure that accurate, timely information is made available to families requesting assistance.

**Responsibilities and Essential Functions:**

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

- Serves as the OCALI Family Center team leader to guide and oversee Family Center activities, including development of goals, objectives, and ongoing tracking of impact and outcomes.
- Works with OCALI's leadership team and staff in establishing a three to five-year strategic plan for statewide family outreach for the Family Center and leads to the implementation of that plan.
- Collaborates with OCALI's Center Directors and Office for Policy, Strategic Initiative, and Stakeholder Engagement.
- Collaborates with state partners including, but not limited to, the Ohio Department of Education Office for Exceptional Children (OEC), the Ohio Parent Mentor Network, Ohio Coalition for the Education of Children with Disabilities (OCECD), regional structures (SSTs, ESCs, etc.), and Ohio Department of Developmental Disabilities, to ensure development of a connected network for planning and delivering resources in a coordinated way ensuring representation of under-represented groups.

- Oversees and 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 and low incidence disabilities.
- In coordination with OCALI leadership, engages in meetings regarding changes in state policy.
- Works with internal and external partners, including Ohio's family and consumer-led advocacy and support organizations, to identify, develop and disseminate information and resources for families of children, youth, and adults with autism and low incidence disabilities.
- Works to maintain, grow, and support OCALI's statewide network of families and family support providers.
- 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, educators, and service providers.
- Through phone and email correspondence, provides information, technical assistance, and support to families of children, youth and adults with autism and low incidence disabilities.
- In collaboration with other OCALI staff, guides and supports school districts as they develop resources and strategies to support families of students with autism and low incidence disabilities.
- Completes other duties as assigned by OCALI Executive Director which may include supporting school district technical assistance initiatives, working with community businesses to promote disability awareness, participating in grant writing teams, etc.
- In addition, 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.

January 2020