



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

FAMILY SUPPORT LIAISON

Minimum Qualifications:

- Bachelor's degree in related field preferred
- Extensive experience in working with parents of children, youth, young adults with blindness or deafness. Cross categorical experience preferred
- Knowledge and experience in cross agency collaboration and educational environments
- Well-versed across the spectrum of school settings, facilitating communication among families, school personnel, and other providers
- Professional development or training experience including production and delivery of content
- Innovative thinker, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the organization's mission
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers ^[L]_[SEP]
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments ^[L]_[SEP]
- Ability to effectively and efficiently host virtual meetings and conduct virtual trainings to ensure goals and objectives are met
- Ability to independently travel within the state for meetings, consultation, and professional development when needed
- Team player who values the success of the overall group
- 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 Outreach Center for Deafness and Blindness; Assistant Directors, Executive Director

Job Objectives:

The statewide center for sensory disabilities is designed to coordinate statewide professional development and technical assistance to support local education agencies (LEAs), students with sensory disabilities (blindness, deafness, and visual or hearing impairments) and their families. The Family Support Liaison, positioned in The Outreach Center, is responsible for developing relevant and effective products, delivering training,

and providing technical assistance to support parent mentors, school districts, and families as they support learners who are blind or deaf.

Responsibilities and Essential Functions:

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

- Works with The Outreach Center director and other staff, including members of the OCALI Family Center team, to develop and implement a plan for statewide family outreach to support learners with deafness and blindness.
- Collaborates with the Family Center, state partners, and regional structures (SSTs, ESCs, etc.) 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 effective training, both online and face-to-face, for families of children, youth, and young adults with sensory disabilities.
- Works collaboratively with internal and external partners to identify and develop meaningful and effective products to include information and resources for families of children, youth, and young adults with sensory disabilities
- Demonstrates accuracy, responsiveness, and excellent communication when fielding center phone calls, participating in meetings and trainings, and responding to emails and other written correspondence with internal and external customers
- Provides technical assistance and support to families of students with sensory disabilities
- In collaboration with other center staff, guides and supports school districts as they develop strategies to support families of students with sensory disabilities
- Completes other duties as assigned by The Outreach Center director and OCALI directors, which may include supporting district technical assistance initiatives, participating on 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