



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

INTERN

Minimum Qualifications:

- Undergraduate or graduate student with a focus in special education, related services (e.g. speech/language, occupational therapy, psychology, etc.)
- Ability to conduct library searches and synthesize research articles using simple language
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.)
- Organizational skills and the ability to follow multi-step directions
- Strong independent work ethic
- Ability to consistently meet deadlines
- Ability to advocate for assistance and ask clarifying questions as needed
- Excellent written and verbal communication skills
- 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: Non-Exempt

Reports To: Senior Director: Research, Quality Assurance and Program Impact or appropriate Program Director

Job Objectives:

Interns will be assigned to a specified OCALI Center or Office. Working in a collaborative environment on a wide range of multifaceted and customized projects interns will assist assigned Center or Office team members.

Responsibilities and Essential Functions:

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

An intern may be assigned to the following tasks:

- Conducts library searches and synthesize

- Communicates with project staff on all aspects of the projects
- Participates in research related to the work of OCALI projects
- Writes or revises content
- Completes other tasks and duties as assigned by OCALI administration
- Performs other specific job-related duties as directed by 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.

July 2020