

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION – ADDENDUM

Title:	MOTOR TEAM CHAIRPERSON	File 217
Reports to:	Director of Student Services	
Job Objectives:	Facilitates the work of occupational therapists, physical therapists, and adapted physical educators. Provides leadership for the continuous improvement of motor team services. <i>Note: Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be reassigned or altered as needed to meet current or emerging district needs.</i> <i>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.</i>	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Collaborates with ESCCO administrators to identify, develop, and implement necessary programs and innovative services.· Monitors education laws, rules, and regulations. Develops strategies to comply with legal mandates. Complies with state model policies and procedures for the education of students identified as having a disability.· Advocates for the educational needs of children.· Serves as a liaison between service center administrators and occupational therapists, physical therapists, and adapted physical educators.· Monitors and manages the department's budget.· Participates in staff selection and orientation processes as requested.· Coordinates orientation programs for new departmental staff.· Expresses high expectations and monitors departmental performance.· Collaborates with administrators to improve staff competencies. Provides on-going guidance as needed.· Conducts departmental meetings. Disseminates information.· Consults with therapists and ESCCO administrators regarding caseload assignments.· Helps communicate motor team objectives and how they relate to the educational program.· Review department written staff reports and provide feedback to ensure consistency.· Supports assistive technology and educational technology services to include consultation and staff development.· Ensures that services are provided in the least restrictive educational environment.· Provides leadership to resolve service-related issues.· Organizes and schedules motor team in-service programs. Promotes continuing education opportunities.· Develops and maintains a departmental reference/resource library.· Assists with the preparation of foundation/grant proposals as directed.	

