



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

OFFICE ASSISTANT

Minimum Qualifications:

- Ability to advocate for assistance and ask clarifying questions as needed
- On time attendance
- Ability to follow directions
- Ability to follow a schedule
- Ability to use the computer
- Documentation of a clear criminal record in compliance of state statute
- Complies with drug-free workplace rules and Board policies

FLSA Classification: Non-exempt

Reports To: Program Director: Lifespan Transitions Center

Job Objectives:

NOTE: This position was designed specifically for Casey O'Mara as a teaching position for him to learn job skills. OCALI accepted applications from local schools for a position for a student with a job coach to come on site at OCALI and learn skills that would allow them to gain employment. This grant funded project sought to provide support to student candidates whose employment outcomes seemed a bit bleak. OCALI wanted to demonstrate that with the correct supports, many students who seem unemployable, can actually be employed with job coaching, etc. Throughout the project different tasks were presented to Casey and through trial, error, and data collection, a job tailored to Casey's strengths and designed to build his independence was developed.

Responsibilities and Essential Functions:

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

- Takes care of organizational recycling
- Supports the OCALI Lending Library cleaning items and restocking shelves
- Copies and collates multiple tasks
- Builds independence in all assigned tasks
- Other duties as assigned
- Performs other specific job-related duties as assigned 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