



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

OUTREACH SPECIALIST

Minimum Qualifications:

- Ohio Department of Education licensure in a sensory disability field
- Master's degree in disability or leadership field. Preference for VI, HI, O&M or a field related to sensory disabilities
- Extensive experience serving students with a range of blindness or deafness.
- Knowledge and experience in cross agency collaboration and educational environments
- Well-versed across the spectrum of school settings, facilitating communication among school personnel, families, and other providers with an emphasis on equity and inclusivity
- Professional development or training experience including production and delivery of content
- Experience with consultation and coaching educators to implement evidence-based strategies for students with sensory disabilities
- 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
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments
- 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
- Self-directed professional, with strong analytical, organizational, and problem solving skills
- Team player who values the success of the overall group
- Knowledge of and experience with assistive technologies (AT) preferred
- Knowledge of and experience with assessing individuals with sensory disabilities preferred
- Experience with accessible educational materials (AEM) preferred (as appropriate given background)
- Expertise/experience in improving literacy skills for students with sensory disabilities preferred
- Basic knowledge of braille preferred (as appropriate given background and experience)
- Documentation of a clear criminal record in compliance with state status
- 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 Outreach Specialist, positioned in The Outreach Center, is responsible for developing relevant and effective products, delivering training, and providing technical assistance to support local education agencies (LEAs), their leadership, building, and teacher-based teams. Outreach specialists will participate in conversations and work groups with statewide stakeholders to understand new initiatives and provide feedback, regarding the needs of learners with blindness and deafness.

Responsibilities and Essential Functions:

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

- Leverages expertise in deafness and blindness in collaboration with the center team and the teams from OCALI to establish and implement priorities for high tech and high touch support to regional structures (SST, ESC, etc.) and LEAs
- Links existing research to professional development projects ensuring that evidence-based strategies are implemented
- Works collaboratively with internal and external partners to build local and regional capacity to serve individuals with sensory disabilities, based in principles of equity and inclusivity
- Identifies, leverages, and develops partnerships for implementation with fidelity, of evidence-based practices for individuals with sensory disabilities
- Engages with team in development of effective training, both online and face-to-face, for professionals working with children and youth with sensory disabilities
- Works with internal and external partners on meaningful and effective product development to build capacity
- Provides consultation, technical assistance, and coaching to regional structures (SSTs, ESC, etc.) and LEAs as they work to build capacity to meet the needs of students 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
- Responds to technical assistance requests as appropriate
- Works as part of the center team to enact the vision and mission of the new Center
- Completes other duties as assigned by OCALI directors and the center director, which may include supporting district technical assistance initiatives, grant writing, meeting attendance, developing reports, analyzing data, 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