



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

PRODUCTION ASSISTANT

Minimum Qualifications:

- Associates Degree or equivalent training working with clients in securing instructional materials
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments
- Organizational skills, attention to detail, and the ability to follow multi-step directions
- Strong independent work ethic
- Ability to consistently meet deadlines across multiple projects simultaneously
- Ability to advocate for assistance and ask clarifying questions as needed
- Excellent written and verbal communication skills
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Team player who values the success of the overall group
- Ability to work with a variety of office equipment including copiers and fax machines
- 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: Program Director AT & AEM Center

Job Objectives:

To perform duties essential to the function of the project. To conduct all activities according to established office procedures and in a manner that will enhance cooperative efforts among schools, agencies, and parents. To promote the overall efficiency of the

local, regional and statewide educational network and maximize the educational opportunities and benefits available to children and youth with print disabilities including students with visual impairments.

Responsibilities and Essential Functions:

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

- Manages, monitors, implements, and maintains overall program operation for tracking materials for students with print disabilities including students with visual impairments
- Sorts and proofs incoming Accessible Instructional Materials (AIM) requests and makes calls when appropriate
- Processes AEM requests
- Maintains paper and electronic student, requestor, title, and request files.
- Communicates with American Printing House for the Blind, Inc. (APH)
- Edits VI Database continually
- Updates the person file twice a year
- Makes recommendations for spending Federal Quota monies
- Ensures end of years monies are expended
- Monitors balance in Federal Quota account
- Works with VI Programmer regularly to maintain and update VI database
- Sources titles in APH's Database, LOUIS Plus, NIMAC, Learning Ally, Bookshare, and CISAM Clearinghouse
- Manages annual SRS registration of blind students. This process includes:
 - downloading labels from Ohio Department of Education web site,
 - printing and mailing registration forms from previous year to correct district,
 - distribution and collection of annual registration forms from school districts
- Manages data entry and proofing of registration forms including returning forms needing corrections, entering data in SRS system, enters entry of students in SPH's web interface and completes SRS mailing and annual registration of legally blind students
- Processes invoices for back-ordered items and completes orders in a timely manner
- Communicates with APH to resolve discrepancies with invoices or statements
- Learns basics of braille so page numbers and titles can be identified.
- Manages files for VI program: Federal Quota, APH, and statistics.
- Implements NIMAS legislation in Ohio
- Searches for title in the NIMAC
- Processes paperwork if file is available and sends to requestor
- Works with Accessible Materials Production Center (AMPC) to convert NIMAS files for requestors

- Manages requests for files from publishers
- Oversees conversion of Braille Publisher files with transcriber
- Sends appropriate files to APH
- Downloads files from APH
- Manages changes to database regarding format
- Maintains list of ODE approved publishers
- Manages and maintains CISAM Clearinghouse
- Pulls items from shelves as requested
- Encloses item-on-loan sheets, packing slips, or notifications to requestors or ship-to persons, as appropriate
- Prepares and ships items in a timely manner to requestors
- Determines when and which items should be deleted from inventory and purges titles
- Receives and processes braille and large print materials, and instructional aids returned by schools
- Processes returns through computer
- Maintains storage and records of partial titles (braille and large print).
- Manages and maintains barcodes for CISAM Clearinghouse
- Participates on Federal Quota Committee
- Provides input on decisions presented to Federal Quota Committee
- Generates and disseminates emails to Federal Quota Committee regarding particular product distribution questions
- Compiles Federal Quota Committee response and administers results.
- Maintains records of Material Request forms
- Maintains records of items repaired
- Maintains technical assistance forms
- Participates at Targeted Technical Assistance Core Team meetings
- Participates in Targeted Technical Assistance Professional Development Sub Committee Meetings
- Updates CISAM flow-charts as necessary.
- Works with 5 school districts in Targeted Technical Assistance to collect data for the Targeted Technical Assistance Statewide plan
- Participates in development of Targeted Technical Assistance statewide plan for technical assistance, product development and professional development
- Designs and updates CISAM brochure for statewide distribution
- Designs and updates VI brochure for stateside distribution
- Designs and updates Grafton Braille Service Center brochure for statewide distribution.
- Designs and updates NIMAS brochure for statewide distribution
- Prints and fold CISAM brochure for meetings, professional development, etc
- Works with IT to post new and take down CISAM old documents

- Checks to ensure CISAM website stays current
- Checks to ensure CISAM website is in proper working order
- Keeps people informed of appropriate information
- Attends meetings as appropriate and assigned
- Files information appropriately
- Answers and directs incoming calls to appropriate project staff according to established procedures
- Assists with meetings as directed including registration, audiovisual set up and take down, beverage and lunch set up, clean up, and materials preparation
- Maintains files of information requested and received.
- Follows consistency notes and formats of model agendas and letters
- Uses judgment and makes suggestions regarding format and consistency of documents
- Transfers documents to electronic files
- Orders CISAM supplies as needed
- Monitors equipment to ensure proper maintenance
- Completes other activities as assigned by the CISAM Director
- 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