



# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## OCALI

### JOB DESCRIPTION

## REGIONAL CONSULTANT/SPECIALIST (ASD)

#### Minimum Qualifications:

- Master's degree in education, special education, education administration, related services, or appropriate related field or evidence of equivalency.
- Five years of successful classroom teaching, providing services to adults, or related service experience; a license appropriate to the individual's profession; experience/understanding of planning, instruction, and assessment; experience working with students with autism spectrum disorders (ASD)
- Experience in teaching or providing services for students/adults with a broad range of disabilities including those with ASD or other complex disabilities
- Willingness to continuously learn and engage in relevant learning activities related to the position
- Demonstrate innovative thinking, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission
- Demonstrate a history as a self-directed professional, with strong analytical, organizational, and problem-solving 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; and
- Ability to independently travel within the state for meetings, consultation, and professional development when needed.
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- **Ideal candidates will also demonstrate the following preferred skills:**
- Knowledge of relevant special education law related to service delivery in the schools
- Ability to make data driven decisions for the implementation of monitoring and improvement efforts
- Engage in focused planning, including research-based instructional and intervention practices
- Effective coaching and consultation skills

- Knowledge of culturally responsive practices and inclusive of diverse populations
- Ability to deliver high-quality professional development
- Knowledge of current educational practices (e.g. differentiated instruction, Universal Design for Learning (UDL), Positive Behavior Intervention Supports (PBIS), Multi-Tiered Systems of Support (MTSS), Multi-System Youth (MSY), etc.)
- Demonstrate comfort in online learning environments and virtual conferencing
- Possess expertise in ASD
- Demonstrate proficiency across a variety of applications such as Microsoft, Google Drive, and Adobe
- Demonstrate knowledge of Ohio's state educational system agencies (e.g. State Support Teams, Educational Service Centers, Department of Education, Local Education Agencies, Higher Education, etc.)
- Demonstrate knowledge of Ohio's state disabilities related agencies (e.g. Department of Developmental Disabilities, Opportunities for Ohioans with Disabilities, etc.); and
- Willingness to obtain specialty certifications as related to job needs.

*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 - Autism Center at OCALI

**Job Objectives:**

The Regional Consultant/Specialist will work with other OCALI Autism Center staff to support understanding of people with autism spectrum disorders and other complex disabilities. The Regional Consultant/Specialist will work collaboratively with a team of three staff within the Autism Center including other regional consultants, to deliver products and services in support of inspiring change and promoting access for people with disabilities.

**Responsibilities and Essential Functions:**

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

- Provides trainings and resources on working and living with people with ASD and other complex disabilities both internally for OCALI staff and externally for customers
- Provides onsite or virtual coaching and consultation with regional partners to build their capacity to serve people with ASD and other complex disabilities

- Collaborates with regional partners to develop trainings specific to their regional needs
- Collaborates with state and national team members to increase general understanding of ASD and other complex disabilities
- Informs local and state agencies on guidelines and best practices in the area of ASD
- Engages in professional development opportunities provided through online training, in person training, and conference attendance
- Presents on topics surrounding ASD and OCALI resources across a variety of settings (i.e. conferences, educational organizations, etc.)
- Collaborates on the development of products to build the capacity of professionals and families to implement evidence-based strategies with and for people with ASD
- Supports the implementation of grant activities at the direction of the grant directors
- Participates in a variety of work groups or meetings surrounding topics in ASD and equity and inclusivity
- Consults or provide high quality technical assistance via phone or email in the area of ASD; and
- 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.

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