



# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## OCALI

### JOB DESCRIPTION

## REGIONAL CONSULTANT/SPECIALIST (AT)

#### 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 providing AT to students
- Experience in teaching or providing services for students/adults with a broad range of disabilities including those with learning disabilities, physical, and sensory access challenges
- 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 assistive technology
- 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 of OCALI AT&AEM Center

**Job Objectives:**

The Regional Consultant/Specialist (AT) will work collaboratively with a team of 15 staff within the AT&AEM Center including an AEM Specialist, three other AT Specialists, Lending Library Librarian, and AEM Production Specialists to deliver products and services to promote access for people with disabilities. Additionally, this position will work with other OCALI center staff to support the needs of their products and services and occasionally work with OCALI staff who may have specific accessibility needs.

**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 assistive technology (AT) both internally for OCALI staff and externally for customers

- Demonstrates the use of assistive technology (AT) and how it increases access for people with disabilities
- Collaborates with state and national team members to increase general understanding of AT
- Informs local and state agencies on guidelines and best practices of AT
- Engages in professional development opportunities provided through online training, in person training, and conference attendance
- Presents on topics surrounding AT and OCALI resources across a variety of settings (i.e. conferences, vendor fairs, educational organizations, etc.)
- Works with the production center to collaborate on the development of accessible educational materials for students as well as provide alternate formats for internal requests
- Supports the implementation of AT grant activities at the direction of the grant directors
- Participates in a variety of work groups or meetings surrounding topics in AT and accessibility
- Consults or provides high quality technical assistance via phone or email in the area of AT; 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.

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.

