



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

SECONDARY TRANSITION AND WORKFORCE MANAGER

Minimum Qualifications:

- Bachelor's degree in related field or equivalent work experience
- Knowledge of Ohio agencies' responsibilities and practices for youth with disabilities from age 14 - adulthood. This includes the eligibility requirements, service delivery models and general understanding of types of services provided
- Familiarity of the various secondary educational opportunities available to transition age youth (for example: Career-Tech Education, work-based learning,)
- Skilled in facilitating and training the principles and tools for multi-agency transition planning. Understands intersection of agency planning processes and can communicate to a multi-agency audience the benefits of collaborative planning
- Understanding of the transition process reflected in the IEP
- Familiarity with Ohio's Employment First Initiative and the Employment First Transition Framework
- Excellent communication and writing skills
- Ability to facilitation skills for team-based meetings, trainings and discussions
- Experience and comfort level in presentations and training
- Ability to use virtual platforms for meeting and presenting webinars
- Problem-solver, self- starter when appropriate
- Is organized, able to prioritize and able to work independently to complete tasks and activities
- Work effectively as a project-based team member with a diverse group of people
- Ability to travel within the state.
- Values the transition process that occurs from school to adult life as essential to increasing the number of people with disabilities who are working and living in their communities
- Able to think creatively from a system's level to inspire innovative solutions
- 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: Exempt

Reports To: Program Director Lifespan Transition Center

Job Objectives:

Essential to this position is the belief that all people can contribute, that youth with disabilities belong in the community and workforce and have the right to engage in opportunities to create a meaningful life.

Responsibilities and Essential Functions:

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

- Participates meaningfully (engage in discussion, problem-solving, locating resources) in state, regional and/or county-based meetings and activities that impact the development of transition services, practices, and policies to support the transition to adulthood.
- Supports and sustains the current projects and initiatives of the Lifespan Transition Center as well as participates in project planning, development, and management of future opportunities.
- Other duties may be reasonably required from time and time
- 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.

August 2020

