



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

OCALI

JOB DESCRIPTION

DIRECTOR STRATEGY, INNOVATION AND FORECASTING – OFFICE OF POLICY

Minimum Qualifications:

- Master's degree required and valid Ohio Department of Education administrative license appropriate for the assignment.
- Extensive policy-level experience in the field of health and human services or education.
- Knowledge related to current research, practice, strategy and policy around families and children/youth/adults with special health care needs and/or with or at risk for disabilities, including the lifelong effects of adverse childhood experiences (ACEs).
- Knowledge and experience in cross agency collaboration and educational environments.
- Leadership experience in an area of policy, strategy, and innovation within health and human services or education.
- Experience in organizational development and management solutions.
- Experience developing and implementing federal, state and/or local grants and contracts.
- Experience building internal infrastructure to keep pace with market trends and sustain projects developed.
- Professional development or training experience including production and delivery of content.
- Innovative thinking, strong initiative, drive to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission.
- Proven experience and ability to adhere to timelines, meet deadlines, and complete activities as planned.
- Strong analytical, organizational, and problem-solving skills.
- An effective team leader and collaborative team member who can work collaboratively internally and externally with a variety of people and organizations, both public and private, and who values the success of the overall group.

- Excellent written and verbal communication skills. 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
- 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: OCALI Executive Director

Job Objectives:

The Director of Strategy, Innovation, and Forecasting for the Office of Policy will collaborate with state and national partners and promote issues impacting people with disabilities and their families. The Office of Policy also provides a key link between OCALI's other centers and policymakers. The Office of Policy recognizes the critical need to stay abreast of the latest research, trends, innovations, and opportunities that will improve lives.

Responsibilities and Essential Functions:

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

- Coordinates and undertakes strategy, innovation, and forecasting, providing analysis and advice, to support Agency and/or Government policy initiatives and commitments.
- Undertakes research and analysis, reviewing alternatives in relation to policy deliverables, to contribute to the policy process and to inform decision making.
- Provides a range of project management and support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives.
- Prepares and reviews policy advice to ensure alignment with policy directions.
- Communicates with key stakeholders and coordinate working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation.
- Undertakes research and collates information for reporting, monitoring, forecasting and evaluation purposes to contribute to the achievement of policy outcomes.
- Designs training seminars, conferences and relevant meetings related to policy as appropriate.

- Initiates and facilitates projects of state and national significance
- Performs other specific job-related duties as directed 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.

January 2020