



# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## *OCALI*

### JOB DESCRIPTION

# **PROGRAM DIRECTOR – TEACHING DIVERSE LEARNERS CENTER**

#### **Minimum Qualifications:**

- Master's degree
- Valid Ohio administrative license or certificate appropriate for the assignment according to the educational background of applicant
- Extensive experience in working in the disabilities field, particularly in the areas of significant cognitive disabilities and low incidence disabilities. Cross categorical experience preferred
- Knowledge of the information and support needs of individuals with disabilities and their families
- Leadership experience in an area of significant cognitive disabilities and low incidence disabilities
- Experience in organizational development and management solutions
- Experience developing and implementing federal, state and/or local grants and contracts
- Experience building internal infrastructure and sustainable projects to keep pace with market trends
- Professional development and training experience, including production and delivery of content
- Expertise in the identification and use of educational and support options, auxiliary services, and materials that address the educational, instructional and emotional needs of students with disabilities and their families and OCALI's collaborative partners
- Knowledge of local, regional, and state education programs and supports available to individuals with disabilities and their families through public agencies
- Knowledge and experience in cross agency collaboration and educational environments
- Professional development or training experience including production and delivery of content
- Innovative thinker, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the organization's mission
- Proven experience and ability to adhere to timelines, meet deadlines, and complete activities as planned
- 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, to address the needs of families

- 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
- 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

*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:** Executive Director

**Job Objectives:**

The Center for Teaching Diverse Learners works to ensure that learners with low-incidence disabilities have access to equal and effective educational opportunities. We do this by providing professional development, technical assistance, consultation, coaching and resources for educational agencies, programs, practitioners, and families working to improve the quality of life and learning for individuals who have significant cognitive and low incidence disabilities. The Center Program Director provides leadership for this Center at OCALI.

**Responsibilities and Essential Functions:**

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

- Leads a Center established to ensure that learners with low-incidence disabilities have access to equal and effective educational opportunities
- Manages a Center focused on low incidence disabilities, emphasizing resources, services, and research-based intervention for all students with disabilities
- Leads and participates in cross-systems collaboration and communication efforts
- Manages Center projects and staff
- Works with specific OCALI offices to develop Center budget and manage associated contracts and the Impact Team to monitor project metrics for significant deviations in quality, cost, or schedule
- Utilizes knowledge of state and regional structures, systems and management expertise to continue Center growth
- Oversees development of Center web site content
- Implements marketing and communications efforts developed with internal marketing team
- Leverages and develops partnerships both for production and overall project stewardship
- Communicates project status to organizational leadership, OCALI center directors, and project partners
- Conducts strategic planning processes to identify critical, statewide Center roles and activities

- Works with OCALI's Research & Impact Office to establish measures to evaluate program quality and impact
- Creates long-term sustainable business model that aligns with strategic priorities
- With OCALI Marketing team, conducts market research and monitors competitive activity
- Contributes to OCALI's strategic planning and change management
- Collaborates with state partners including, but not limited to, the Ohio Department of Education Office for Exceptional Children (OEC), regional structures (SSTs, ESCs, etc.), Ohio Department of Developmental Disabilities, to ensure development of a connected network for planning and delivering resources in a coordinated way ensuring representation of under-represented groups
- Oversees and engages in development of training products, both online and face-to-face, and other resources, both digital and in print, for clients and partners
- Demonstrates accuracy, responsiveness, and excellent communication when fielding OCALI phone calls, participating in meetings and trainings, and responding to emails and other written correspondence from families and service providers
- Through phone and email correspondence, provides information, technical assistance, and support to families of children, youth and adults with autism and low incidence disabilities
- In collaboration with other OCALI staff, guides and supports school districts as they develop resources, supports and strategies to support families of students with autism and low incidence disabilities
- Completes other duties as assigned by OCALI Director which may include supporting school district technical assistance initiatives, working with community businesses to promote disability awareness, participating in grant writing teams, etc.
- In addition, 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.

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.

July 2020