

JOB DESCRIPTION
INFORMATION SPECIALIST/TRAINER
PART-TIME POSITION (30 HRS. WEEK)
235 DAYS

The Ohio Coalition for the Education of Children with Disabilities (OCECD) is seeking a part-time Information Specialist/Trainer to join our team to provide services and support to parents, families, and professionals in the areas of **ATHENS, GALLIA, HOCKING, JACKSON, LAWRENCE, MEIGS, ROSS, SCIOTO, PIKE, AND VINTON** counties. Our organization is looking for an individual who wishes to use their knowledge and experience in serving families, to assist our organization in meeting its duties as a private non-profit organization, and to fulfill our responsibilities as the Parent Training and Information Center for Ohio (PTI). OCECD is a statewide nonprofit organization that serves families of infants, toddlers, children, and youth with disabilities in Ohio; educators; and agencies who provide services to them. We work to ensure a meaningful and relevant education for all children and youth with disabilities in Ohio.

BASIC FUNCTION:

PROVIDES INFORMATION AND ASSISTANCE TO PARENTS /FAMILIES IN ASSIGNED AREA OF THE STATE OF OHIO (**ATHENS, GALLIA, HOCKING, JACKSON, LAWRENCE, MEIGS, ROSS, SCIOTO, PIKE, AND VINTON**). MAINTAINS AND ORGANIZES THEIR OFFICE AND RESOURCE MATERIALS FOR FAMILIES. CONDUCTS INDIVIDUAL/GROUP TRAININGS/WORKSHOPS AND PERFORMS TRAINER DUTIES FOR OCECD. REPORTS TO THE EXECUTIVE DIRECTOR AND THE ASSISTANT DIRECTOR.

RESPONSIBILITIES:

PARENT ASSISTANCE/TRAINING

- Assists parents by phone and/or in person to understand special education rules.
- Assists parents by providing information/resources (emailing/ mailing).
- Assists parents with contacting school personnel to aid in child receiving appropriate services.
- Assists parents by referrals and locating services to support their children's education.
- Assists parents by attending in-person, virtual, or conference call parent meetings, IEP meetings, evaluation review (ETR) meetings, administrative reviews, resolution sessions, mediations, and other meetings as necessary to provide information/support to families for the educational advancement of their children with disabilities or at risk.

- Obtains knowledge and keeps up-to-date on federal regulations, rules, State Standards rules, proficiency tests, behavior modifications, IEP, 504, ADA, and any special education related information in order to assist families in the best way possible.
- Becomes knowledgeable about community resources to share with families, such as Help Me Grow; Bureau for Children w/ Medical Handicaps; Women, Infant, Children's nutrition program; Supplemental Security Income; Medicaid waivers, Services by Board of DD, Head Start, etc.
- Provides support to families in areas assigned during the month of July when Information Specialist/Trainers are off.

WORKSHOPS/PRESENTATIONS

- Conducts workshops for parents (individual or groups) and professional groups on IEP's, Rights, Section 504, ETR, IEP Clinics, and all other OCECD topics when requested.
- Some light material handling/lifting of training materials will be necessary.
- Overnight stays may be necessary for some trainings, depending upon the distance from home.
- Provides presentations to groups about OCECD and the parent perspective on disabilities.
- Learns topical information and presentation skills for all OCECD's trainings.

OCECD REPRESENTATIVE

- Researches/Outreaches the assigned Ohio Region organizations and agencies to build a collaborative relationship to support the mission of the Coalition.
- Meets with agencies or organizations and/or presents to acquaint them with OCECD. (May sit on task forces when asked by the OCECD's Directors.)

KEEPS COMPLETE RECORD FOR SUBMISSION

- Enters Consumer & Professional Contact records into Free Agent.
- Completes all required information for each type of record.
- Ensures that all automatic communication tracking is recording.
- Manually enters all other communication.

- Enters Manual Tracking for interactions between OCECD staff.
- Enters all required data for Meetings and Trainings.
- Ensures that all data is entered before the 10th of the following month.
- Submits Meeting Participant Lists, Travel Reports.
- Submits other forms as necessary and requested by OCECD main office.
- Submits training forms when training is confirmed, minimum of 2 weeks prior for shipment of materials.
- Submits Time Sheet with Leave Report from the Absence MGNMT System by the 10th of each month.
- Submits other forms as necessary and requested by OCECD main office.

OTHER

- Provides support to Information Specialist/Trainers for coverage to their areas as requested for extended leave (3 or more days off for SL/VAC/PL and IMT/GPS trainings)

Attends regular staff meetings. Participates in zoom calls/conference calls/webinars, and some conferences. Assists with OCECD conferences or meeting arrangements when requested by the OCECD's Directors. Filing and typing and organization for own office.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

This job pays commensurate with experience. Position is part-time, 30 hours per week. Background checks are required for this position. This job will require work from your home office with occasional travel to the Marion Office. If interested, please submit via email a resume and cover letter to Dr. Lisa Hickman, at lisah@ocecd.org