

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	5/17/2023
Title:	Assistant Student Services Coordinator (District Specific)
Reports To:	Student Services Director
Employment Status:	Full-time
MOESC Pay Schedule:	District Specific
Days:	214 days
FLSA:	Exempt

QUALIFICATIONS

- Administrative Certification/License
- Masters' Degree or higher in Education of Psychology
- Demonstrated success as a school psychologist
- Appropriate state of Ohio certificate/license
- License issued by Ohio Department of Education
- Valid driver's license
- Experience in administration, and special education preferred
- Successful administrative and/or supervisory experience preferred
- Knowledgeable of state and federal special education law
- Familiarity with Medicaid billing
- Proficient computer skills: knowledge of programs (SpEd)
- Knowledge of identification of functional behavior and data collection tools for implementing a Functional Behavior Assessment (FBA)
- Successfully pass BCI/FBI background checks

GENERAL DESCRIPTION

Facilitate children's learning and adjustment through the use of Psycho-educational strategies. Effort is made to contribute to the understanding of learning difficulties, social, and emotional problems, environmental factors, and to aid in the utilization of available school and community resources as far as possible to meet each child's needs.

Serve children with disabilities through program development and coordination of all essential liaison and logical operations in participating multi-county area, or in participating districts.

Substantially and effectively assist the Superintendent/Student Services Director in the task of providing leadership and coordination of special education programs and services.

Ensure that each special education student be provided with a FAPE and an appropriate educational experience.

Monitor students' psychological well-being, serving as part of schoolwide and districtwide crisis support.

Promote mental health as well as school and life success for all students.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide pre-referral, IAT and RTI consultation and support to staff members in assigned district(s), upon request
- Lead the team in identifying, evaluating, placing, and re-evaluating students with disabilities consistent with Ohio's Special Education Operating Standards
- Participate and assist in MFE team decisions regarding class placement, instruction in the regular education environment, development of the IEP, and referrals for additional services. Serve as a District Rep at IEP meetings, as requested
- As needed for preschool program, coordinate and schedule screenings and assessment, and coordinate and lead preschool ETR and IEP meetings
- In addition, process referrals as appropriate
- Provide assistance in the effective use of individual student progress data to guide instruction
- Maintain student records in collaboration with district ensuring compliance with appropriate confidentiality requirements
- Serve as a consultant to assigned district(s) in coordinating the effective interaction between regular and special education
- Coordinate in the preparation of reports as required
- Provide counseling services to students consistent with Ohio's Special Education Operating Standards
- Provide crisis intervention counseling, as requested

- Maintain Evaluation Team Report (ETR) from start to finish providing intervention accommodations and modifications. Include all required documentation meeting all current legal deadlines
- Provide direction in determining what disabilities are suspected and guide in differentiating between disabilities based on characteristics
- Serve as a resource and liaison with school district(s) and the ESC relating to student services topics
- Perform other specific job-related duties as directed

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions

- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy with input from school district personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received