

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 4/16/2025
Title: Special Education Consultant – Speech Language Consultant
Reports To: Director of Student Services
Employment Status: As Determined by the Director of Student Services
Days: As Determined by the Director of Student Services
MOESC Salary Schedule: SLP
FLSA: Exempt

QUALIFICATIONS

- Appropriate licensure from the Ohio Board of Education and the Ohio Board of Speech and Language Pathologists
- Valid driver's license
- Preferred experience in administration and special education, specifically Speech and Language
- Successful administrative and/or supervisory experience
- Knowledgeable of state and federal special education law
- Successfully pass BCI / FBI background checks

GENERAL DESCRIPTION

Serve children with disabilities through program development and coordination of all essential liaison and logical operations in participating multi-county areas, or in participating districts. Substantially and effectively assist the Director of Student Services in the task of providing leadership and coordination of special education programs and services. Ensure that each special education student be provided with the most appropriate placement and educational experience possible.

ESSENTIAL FUNCTIONS/SKILLS

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.

- Observe, consult, and assist on a regular basis with special education staff in assigned district(s) to assure compliance and continuity within special education programs and services

- Provide assistance to personnel in assigned school district(s) relative to evaluating and improving special education programs and services
- Participate in planning to identify and implement new or upgraded special education services
- Provide staff development / professional learning experiences to special education staff, administrators, general education staff, and parents/guardians regarding programs and services for children with disabilities
- Maintain awareness of and disseminate information about research, programs, laws and technology relevant to students with disabilities
- Perform other specific job-related duties as directed

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Seeks to be a leader in technology integration
- Stays current on education issues and initiatives
- 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
- Good Communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

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.

- Occasional exposure to blood and bodily fluids
- 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

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

EVALUATION

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy.

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

The Mid-Ohio Educational Service Center is an equal opportunity employer.