

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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**Date:** 7/16/2025  
**Title:** Special Education Consultant – School Psychology 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:** School Psych  
**FLSA:** Exempt

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### **QUALIFICATIONS**

- Masters' Degree Administration or Special Education
- Appropriate state of Ohio certificate/license
- Valid driver's license
- Preferred experience in administration and special education, specifically School Psychology
- 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 area, 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.

- 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

### **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.

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Employee Signature

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Date Received

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