# 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 Summit, Medina, Lorain, Erie and Huron Counties. Our organization is looking for an individual who wishes to use their knowledge and experience in serving families, in order 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, assistance, and training to parents and families navigating the special education process in assigned area of the state of Ohio. Maintains and organizes resource materials for families. Conducts individual/group trainings in the area of special education.

**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 assist in child receiving appropriate services
* Assists parents by referrals and locating services to support their children’s education
* Assists parents by attending 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, either in person, virtually, or by conference calls
* 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.

**WORKSHOPS/PRESENTATIONS**

* Conducts workshops for parents (individual or groups) and professional groups on IEP’s, Parents Rights, Section 504, ETR, IEP Clinics and all other OCECD topics when requested
* Some light 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/Outreach the assigned Ohio Region organizations and agencies in order to build a collaborative relationship to support the mission of the OCECD.
* 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)

**Additional Skills**

Strong/excellent communication/teamwork skills

Ability to work independently to fulfill duties and responsibilities

Strong presentation skills and familiarity with traditional and modern training methods, tools,

and techniques

Strong recordkeeping and data reporting skills

Proficient in Office 365 programs (Outlook, PowerPoint, Excel, etc.)

Proficient in the use of multimedia platforms (Zoom, GoToMeeting, etc.)

Education and experience: Minimum of High School diploma

Minimum requirement of three years of proven experience working in/with special education or a related field

Pay is commensurate with experience. Position is part-time, 25 hours per week. This job will require to work from your home office with occasional travel to the Marion office.

The Ohio Coalition for the Education of Children with Disabilities (OCECD) works through the coalition efforts of over 35 parent and professional disability organizations and over 70 individual members which comprise the Coalition. Since 1984, OCECD has been funded by the U.S. Department of Education, Office for Special Education Programs, to serve as the Parent Training and Information Center (PTI) for the state of Ohio. The Ohio Coalition was established in 1972 and currently employs 24 staff in 17 offices, who are primarily parents or family members of children or adults with disabilities or persons with disabilities. The mission of the Coalition is to ensure that every Ohio child with special needs receives a free appropriate public education in the least restrictive environment, to enable that child to reach his/her highest potential. Throughout Ohio, the Coalition’s services reach families of children and youth, birth through 26 years of age, with all disabilities. OCECD is an equal opportunity employer. Our organization celebrates diversity and is committed to creating an inclusive environment for all employees.

Interested applicants should send a cover letter, their resume, and any copy of their transcripts (unofficial) to the Executive Director, Dr. Lisa Hickman at lisah@ocecd.org. Review of applications will begin September 14, 2020 and continue until the position is filled.