

TITLE: ACADEMY FOR LEADERSHIP ABILITIES® SPECIALIST

DEPARTMENT: Community Supports	POSITIONS SUPERVISED: None
LOCATION: 601 Senior Drive, New Lexington	SALARY RANGE: Range 9, \$16.52 - \$32.08
SUPERVISOR: Community Supports Director	FLSA STATUS: Non-exempt, OT eligible
NORMAL WORKING HOURS: 40 hours per week, Mon-Fri, as assigned by Supervisor. Flexible daily schedule, availability outside normal business hours to meet department and program needs.	CLASSIFICATION: Classified Civil Service, Class Series 2
PROBATIONARY PERIOD: 300 days	SAFETY SENSITIVE: Yes

SUMMARY OF POSITION:

The Academy for Leadership Abilities® Specialist (ALA S) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under the general supervision of the Community Supports Director (CSD), the ALA S is primarily responsible to specialize in the resource development and lead facilitation efforts for the Academy for Leadership Abilities® (ALA). The ALA S will also lead data analysis efforts for ALA.

The ALA S will lead ALA facilitation efforts at the PCBDD Summer Camp. ALA S will lead and ensure programmatic review of activities and attend outings and attend activities, as scheduled.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor’s Degree in Education, Psychology, Social Work or related field from an accredited college or university
- Minimum of 3 years’ experience working with developmentally disabled children and families
- Minimum of 2 years’ experience working with leadership principles; knowledge of and experience with ALA is a plus
- Ability to obtain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)
- Must acquire and maintain Ohio Department of Developmental Disabilities (DODD) SSA certification
- Valid driver’s license with own transportation and acceptable driving abstract to meet criteria for insurability

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- Excellent verbal and written communication for effective interaction with internal and external customers
 - Demonstrated positive community relations experience
 - Minimum of one year of public speaking experience
 - Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing behavior support
- Local community resources and human services organizations

Skills in:

- Microsoft Office 365 and associated applications
- Human relations and establishing positive rapport with service providers, customers, and staff
- Competent documentation and proven proficiency in accessing various data information systems
- Public speaking and presenting in front of large groups

Abilities to:

- Develop and maintain positive, professional, and effective working relationships with people, school district staff, students, employers, supervisors, providers, managers, and other organizations
- Be self-directed, motivated, and reliable in planning and implementation of respective ALA sites
- Effectively and efficiently define problems, collect data, establish fact and draw valid conclusions
- Meet deadlines established by policy and procedures
- Generate and maintain effective records and documentation, as necessary
- Exercise flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA program, not limited to roles and responsibilities outlined in this position description
- Develop and maintain positive and professional effective working relationships with people receiving PCBDD services, employers, supervisors, providers, courts, managers, and the general public
- Maintain confidentiality of records, information, and program matters
- Effectively and efficiently collect, monitor and synthesize data
- Adhere to Ohio's Mandated Reporting requirements in accordance with Ohio Revised Code.

EXPECTATIONS & WORKING CONDITIONS:

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 25% on-site in office, 75% travel and mobile work commitments. Regular and frequent travel necessary to support mobile working duties, processes, and responsibilities. Routine travel is necessary requiring up to 1-2 hours in the course of the workday being spent traveling in a

motorized vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment.

Time Management / Work Pace – Evaluate and prioritize tasks to maximize the efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated to plan and organize time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules within the Community Supports Department. Regular, predictable, and punctual attendance is an essential function of the position.

Physical Demands – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; minimal physical labor is required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required to facilitate curriculum. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Problem Solving / Decision Making – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

Communication – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

Teamwork – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

ESSENTIAL DUTIES & RESPONSIBILITIES:

95% ALA FACILITATION AND RESOURCE DEVELOPMENT

Facilitation (70%)

Facilitate ALA sessions as scheduled and directed, including but not limited to school sites, Pioneering Possibilities®, JFS programming sites, PCBDD Summer Camp, etc.

Provide curriculum support to new facilitators. Educate facilitators about school protocol regarding situational events that may take place during an ALA session. Aid students in understanding subject matter and curriculum, and provide the skills required for programmed lessons, as necessary.

Provide support to facilitators in all sites and ensure all curriculum is implemented consistently with supporting ALA materials.

Participate in quarterly frontline meetings and ensure process changes are provided to Community Supports Specialist.

Summer Camp (15%)

Serve as a collaborative member of the Summer Camp Team. Plan, prepare, and implement summer camp services. Participate in outings as scheduled.

Curriculum Development (10%)

Develop worksheets; revise and/or develop modules, and activities for ALA curriculum implementation.

Report programmatic issues and ensure the health and safety of all summer camp participants.

5% MISCELLANEOUS

Attend training as necessary to maintain continuing education requirements.

Act as mandated reporter and report concerns to ensure health and safety. Support and perform other duties as assigned and directed by supervisor.

DECLARATION:

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date