

**STATE OF OHIO (DAS)**

CLASSIFICATION

SPECIFICATION

**CLASSIFICATION SERIES:**

Education Liaison

**SERIES NO.:**

6962

**MAJOR AGENCIES:**

MR/DD only

**EFFECTIVE DATE:**

02/11/2001

**SERIES PURPOSE:**

The purpose of the education liaison occupation is to provide consultation, training and technical assistance, related to special education policies and program standards, federal mandates, due process hearings, bill of rights for individuals with disabilities, Medicaid, individual education planning and school district child placement procedures for children ranging in age from three to twenty-one, to personnel in other state agencies and county boards of mental retardation and developmental disabilities and parents/guardians.

**CLASS TITLE:**

Education Liaison

**CLASS NUMBER:**

69621

**EFFECTIVE DATE:**

02/11/2001

**CLASS CONCEPT:**

The advanced level class works under direction & requires considerable knowledge of special education with emphasis on children ranging in age from 3 to 21 who have developmental disabilities, applicable federal & state laws, policies & program standards governing special education programs in order to provide consultation, training & technical assistance, related to special education policies & program standards, federal mandates, due process hearings, bill of rights for individuals with disabilities, Medicaid, individual education planning, & school district child placement procedures for children ranging in age from three to twenty-one, to personnel in other state agencies & county boards of mental retardation & developmental disabilities & parents/guardians.

<b>CLASS TITLE:</b> Education Liaison	<b>CLASS NUMBER:</b> 69621	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**

02/11/2001

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Performs consultation, training & technical assistance, related to special education policies & program standards, federal mandates, due process hearings, bill of rights for individuals with disabilities, Medicaid, individual education planning, & school district child placement procedures for children ranging in age from three to twenty-one, to personnel in other state agencies & county boards of mental retardation & developmental disabilities & parents/guardians.

Provides collaboration & technical assistance to other state agencies, inter-agency collaborative groups at local levels, & head-start programs to facilitate educational services to children with disabilities; receives & resolves to individual family issues.

Represents department at local & national meetings & collaborative meetings with other state agencies to exchange & communicate best practices, educational requirements & safeguard, to address statewide policy issues, & to resolve issues affecting quality of life for children ranging in age from three to twenty-one in educational setting or residential situations to include in-home supports & supported living.

Recommends to department director effective & efficient use of funds (e.g., grants; state revenue; capital); assists in developing administrative rules, policies & procedures related to special education; operates personal computer to enter & retrieve data & generate required reports, documents & correspondence; maintains records.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of special education with emphasis on those having developmental disabilities; federal & state laws, policies & program standards governing special education programs & free & appropriate public education for all children; school district child placement procedures. Skill in use of personal computer & state-licensed software.\* Ability to define problems, collect data, establish facts & draw valid conclusions; develop policies & procedures governing special education; gather, collate & classify information about data, people or things; handle routine & sensitive contacts with personnel in county boards of mental retardation & developmental disabilities, officials/representatives in other state agencies & head-start programs, inter-agency collaborative groups, advocates, & parents/guardians.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Valid teacher or supervisor certificate (e.g., education of the handicapped [K-12] with a specialization in developmentally handicapped &/or multi-handicapped; or supervisor certificate & valid Ohio teacher certificate as listed previously) issued by Ohio Department of Education; 4 yrs. paid work exp. in managerial or supervisory position over special education programs or personnel in field on mental retardation; must provide own transportation.

-Or valid teacher or supervisor license in special education (e.g., intervention specialist license with a specialization in mild/moderate educational needs or moderate/intensive educational needs; early childhood intervention specialist license) issued by Ohio Department of Education; 4 yrs. paid work exp. in managerial or supervisory position over special education programs or personnel in field of mental retardation; must provide own transportation.

-Or valid professional administrator (e.g., principal or superintendent) license & valid teacher license (e.g., education of the handicapped [K-12] with a specialization in developmentally handicapped &/or multi-handicapped) issued by Ohio Department of Education; 4 yrs. paid work exp. in managerial or supervisory position over special education programs or personnel in field of mental retardation; must provide own transportation.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Renewal of teacher or supervisor certificate or license as mandated by law.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may require overnight stay.