

Educational Service Center of Central Ohio

Job Description

CAREER PATHWAY CONNECTION CONSULTANT

Minimum Qualifications:

- A master's degree in the area for which an employee has primary responsibility (i.e., education, special education, early childhood education, education administration or appropriate related field or evidence of equivalency)
- Three to five years of successful classroom teaching, school improvement planning, special education administration, career-technical administration or related experience; a license appropriate to the individual's profession (special education administration, general education, intervention specialist, early learning (age 3 to grade 3), related services)
- Knowledge and experience with various work-based learning programs and the skills required to supervise a quality program.
- Demonstrated ability in working collaboratively with diverse constituencies, including classroom teachers, principals, district administrators, support specialists, community, agency staff, and business/industry partners.
- Knowledge and skills to establish high-quality career pathway systems, which include career advising & development, high-quality partnerships, curriculum alignment, matriculation to post-secondary opportunities, WBL, and assessment.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Excellent interpersonal skills.
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction.
- Demonstrated skill in oral and written communications.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and Board policies.

FLSA Classification: Exempt

Reports to: Director of College and Career Success

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Participate in the Office for Exceptional Children, Individuals with Disabilities Education Act selective reviews when it pertains to career-technical education/job training services for students with disabilities.
- Serve as a CPSN team member, as needed, to support district leadership, building leadership teams and teacher-based teams when related to career-technical education services for students with disabilities.
- Collect and review career-technical pathway data to identify professional learning and technical assistance needs that strengthen the capacity of career-technical education personnel to provide special education services and high-quality instruction to students with disabilities.
- Develop and facilitate professional learning and technical assistance on a “self-review” of the school/district’s capacity to provide special education services to students with disabilities in career-technical education.
- Provide information and resources to keep CTPDs and districts providing CTE in the region current on federal and state initiatives and requirements related to students with disabilities and career-technical education.
- Coordinate regional collaborative networks to address the needs of special education within career-technical education.
- Work collaboratively with other CPSN consultants, SST consultants, educational agencies, community stakeholders and families to ensure students with disabilities participating in career-technical education have access to appropriate and effective instructional practices and frameworks
- Support CTPDs and districts offering CTE to develop high expectations for the achievement of all diverse learners and ensure students with disabilities have access to effective instructional practices in their least restrictive environment.
- Attend and inform State CPSN and Statewide Consultant Meetings and the Office for Exceptional Children Meetings as applicable.
- Attend local, state and regional conferences for professional development as approved and applicable.
- Learn content and provide technical assistance to schools and districts in the implementation of statewide initiatives, within the assigned region, such as, but not limited to: Career Connected Learning Framework, Industry Recognized Credentials, and the effective delivery of CTE to as they pertain to students with disabilities in their least restrictive environment.
- Other duties as assigned

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluations:

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

May 2026