



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

STATE SUPPORT TEAM REGION 11

ASSISTANT DIRECTOR

Minimum Qualifications:

- Master's degree or higher with experience in administration, special education, curriculum or early childhood education
- Valid Ohio administrative license appropriate for the assignment
- At least 5 years of experience in the field of special education, 3 years of which must be in an administrative position in an educational setting.
- Knowledge of federal laws and regulations aligned to SST Grant Agreement
- Successful experience in providing coaching and/or consultation
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Valid Ohio driver's license
- Proficient in oral and written communication skills
- Proficient in data entry, spelling, proofreading and the correct use of grammar
- Ability to compute mathematical data accurately
- Ability to multi-task and demonstrate strong diplomacy skills
- Proficient in office protocol and the use of information technology systems
- Proficient in the use of office and management information software (e.g. Microsoft Word, Excel, PowerPoint, etc.)

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: SST Region 11 Director

Job Objectives:

Assists the Director with the planning and development of quality educational programs and services deemed essential by partner school districts. Keeps the Director informed about emerging issues. Effectively manages staff and acts as a team member for specific projects as needed.

Responsibilities and Essential Functions:

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

- Performs duties to facilitate effective operations. Uses independent judgment and takes the initiative to perform tasks
- Identifies and implements procedures that improve productivity
- Organizes and maintains an electronic filing system that ensures the safe retention and efficient retrieval of office records
- Upholds Board policies and follows administrative guidelines and procedures
- Promotes a favorable image of the Center
- Supports community/school partnerships that enhance the center’s operational effectiveness
- Respects personal privacy and maintains the confidentiality of privileged information
- Keeps current with program, policy and procedural changes.
- Keeps staff informed regarding relevant issues
- Monitors and reviews programming and projects, in order to ensure that schedules are met, guidelines are adhered to and of adequate quality
- Assists with the coordination of activities of personnel
- Works with the Director to establish schedules and assign special project work to staff members
- Coordinates activities between consultants and support staff
- Confers with consultants to discuss educational activities and policies
- Reviews and interprets government regulations and laws, and develops procedures to ensure staff and program success
- Ensures that programs are publicized through sources such as newsletters, social media, websites and mailings
- Assists the director in performing personnel duties such as hiring staff and evaluating work performance
- Evaluates new and existing service delivery for suitability and in order to assess the need for changes, using information such as statistics, surveys and feedback
- Confers with coordinators and staff to discuss problems, suggestions, concerns and new ideas
- Provides technical assistance to school districts as defined in the Grant Agreement
- Ensures that the SST is within ODE compliance
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- Composes and types routine correspondence, memos, notes, forms, e-mails, etc.
- Assists with committee assignments and/or special projects as directed
- Maintains forms related to administrative guidelines/procedures and program functions
- Takes precautions to ensure staff/student safety.

- Watches for behavior that may indicate a problem. Works with Staff to eliminate unacceptable behavior
- Reports evidence of suspected child abuse and neglect as required by law
- Keeps current with advances in office technology and updates office procedures as needed
- Participates in staff meetings and professional growth opportunities as directed
- Accepts personal responsibility for decisions and conduct
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed by the Superintendent/designee

“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 with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as 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.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020