

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

ASSOCIATE DIRECTOR of STUDENT SERVICES

Minimum Qualifications:

- Master's degree or higher in Special Education, leadership or closely related field
- Current valid Ohio administrative license
- Experience in supervising and managing professional staff
- Experience in meeting the needs of students of all abilities
- Documentation of a clear criminal record in compliance with state statute.
- Complies with Drug-free workplace rules and Board policies
- Administrative experience in the following areas preferred:
 - Special Education Services
 - Multicultural Education
 - OTES Credentials
 - Project Based Learning
 - Early Childhood Standards and regulations
 - Grant writing
 - Developing community connections and partnerships
 - IDEA-MTSS, ETR, IEP, 504's
 - Development of Professional Learning Opportunities
 - Social Emotional Learning/Mental Health Supports, such as:
 - Trauma Informed/Responsive Practices
 - Restorative Practices
 - Budgeting

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: Executive Director of Student Services

Job Objectives:

- To assist the Executive Director of Student Services in the daily operation of the center of Student Services
- To serve as a resource for the ESCCO staff, member school districts and agency staff.

- To provide leadership and support in all aspects of the Center for Student Services work

Responsibilities and Essential Functions:

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

- Supervises assigned staff, Programs and Services in the Center for Student Services
- Establish community connections, partnerships and resources for District Membership
- Oversees comprehensive programs and services in the Center for Student Services
- Ensures the evaluation of all Student Services programs
- Consults with district leadership on aspects of professional learning opportunities, quality instruction and effective implementation of services in their district’s buildings
- Serves as a liaison to the State Department of Education, Office of Exceptional Children, State Support Team 11 and other special education and student services groups
- Prepares mandated CCIP, Title III, school psychology interns, Early Childhood Education, Refugee Federal fund reports for submission to the Ohio Department of Education and other reports as assigned
- Initiates and maintains contact with community agencies and citizens’ groups
- Provides leadership and direction to ESCCO staff as it relates to our mission, values and goals.
- Coordinates activities and partnerships between the ESCCO and outside agencies, (e.g., human services, children’s services, juvenile court, child and adolescent psychiatric services, etc.)
- Coordinates the placement of students with disabilities in alternative placements including schools outside the district
- Manages the budgets associated with the Center of Student Services
- Organizes professional learning opportunities relating to current best practices
- Able to think creatively and be flexible
- Works as an effective model of constructive change
- Works effectively and collaboratively with all ESC Centers
- Effectively interacts with others in difficult situations
- Performs other specific job-related duties as directed by the Superintendent or his/her 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