

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### **ASSOCIATE SUPERINTENDENT**

#### **Minimum Qualifications:**

- Valid Ohio Superintendent license
- Successful experience as a teacher, building level and district level administrator.
- Master's degree or higher
- Academic preparation and work experience in educational administration, curriculum and instruction, Special Education and school finance
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

*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:** Superintendent

#### **Job Objectives:**

Assists the superintendent with the planning, development, and outreach to agencies and organizations to address the needs of the region and to develop a menu of services to support the school districts and agencies we serve. Serves as a liaison between districts and agencies and provides support to superintendents and Boards. Serves in place of the superintendent at meetings and events.

#### **Responsibilities and Essential Functions:**

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

- Supports the Agency's Vision and Purpose
- Supports the superintendent in establishing partnerships with agencies and organizations
- Serves in place of the superintendent when necessary at meetings and events.
- Supports superintendents and Boards served by the Agency when needed
  - - Coaches new superintendents
  - - Builds alliances that provide resources and services to our member agencies and districts.
  - - Works to build an understanding of the Agency products and services to

- share with others
- Implements core initiatives of the Superintendent and service center
- Provides insight and expertise to the operation of the agency.
- Prepares recommendations to enhance the service center's effectiveness as an innovative service provider
- Serves as an active member of the service center's administrative cabinet
- Prepares meeting and Governing Board agenda information as needed
- Participates as requested by the Superintendent in Governing Board meetings
- Assists in development of the service center's continuous improvement plan
- Monitors education laws, rules and regulations and implements associated changes as needed
- Serves as a liaison to member districts and associated agencies and provides guidance as requested
- Provides staff leadership
- Develops action plans as needed
- Maintains open and effective communications with the Superintendent, Governing Board and staff members
- Participates in national, state and regional activities that advance service center goals
- Performs other specific job-related duties as directed by the Superintendent

“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 members 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