

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### COMMUNITY SCHOOL COORDINATOR

#### **Minimum Qualifications:**

- Current valid Ohio certificate/license appropriate for the assignment
- Expertise in the identification and use of educational options, auxiliary services and curricular materials that address the educational needs of program participants.
- 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:** Deputy Superintendent

#### **Job Objectives:**

Administers community school sponsorship activities including, but not limited to, oversight, monitoring, compliance and technical assistance. Conducts monitoring audits as required by the Ohio Department of Education.

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

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

- Completes all oversight, monitoring, compliance and technical assistance activities of the ESC of Central Ohio in its role as an Ohio community school sponsor.
- Monitors progress and compliance with the performance framework as stated in the sponsorship agreement.
- Completes opening assurance requirements as set forth by ODE and documented through visitations to the schools.
- Completes fall and spring site visits and reviews academic program and compliance documents.

- Serves as a liaison between the community school and the Ohio Department of Education.
- Leads any needed investigation or complaint against a sponsored community school.
- Attends monthly Board meetings of sponsored community schools as needed.
- Provides technical assistance and regular communications to the sponsored community schools regarding academic performance, professional development and any issues concerns that may arise.
- Attends internal meetings between community school coordinators to review community school issues, policies, contract reviews and any pertinent information.
- Provides intervention through consultation, assistance, assignment of corrective action plan and/or probationary status, as needed.
- Follows up on any fiscal corrective actions as assigned by the treasurer or treasurer's designee.
- Reviews and assesses new and renewed contracts with sponsored community schools.
- Compiles annual performance reports/reviews on each assigned community school.
- Completes Ohio Department of Education quality and compliance evaluation.
- Assists with the collection of EMIS and student data information as required by the Ohio Department of Education.
- 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 members 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.

