



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

STATE SUPPORT TEAM REGION 11

JOB DESCRIPTION

COORDINATOR

Minimum Qualifications:

- Master's degree or higher with additional training in an appropriate related field or evidence of equivalency
- Valid Ohio administrative or supervision license appropriate for the assignment
- Knowledge of federal laws and regulations aligned to SST Grant Agreement
- 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
- Strong organizational, planning and project management skills
- 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.)
- 3 to 5 years of successful classroom teaching, school improvement planning, special education administration or related experience

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 and Assistant Director with the planning and development of State Support Team services and supports as outlined in the Grant Agreement. 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
- Oversees all human resource activities for assigned staff (e.g., leave approval, attendance, completion of performance evaluations, etc.)
- 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 procedure changes.
- Keeps staff informed about relevant issues
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- Coordinates professional development activities
- Works with Director to establish schedules and assign special project work to staff members
- Provides districts and families with assistance in resolving any problems
- Directs and coordinates activities for teachers or administrators at schools or institutions
- Serves as a liaison to other agencies and organizations
- Acts as a coach in multiple participating districts
- Participates in state-wide Integrated Educational Systems trainings and conferences
- Assists in annual budget planning and revisions
- Assists in making job assignment and responsibilities
- Manages support staff and consultants in planning and work activities
- Composes and types routine correspondence, memos, notes, forms, e-mails, etc.
- Assists with special projects as directed
- Maintains forms related to administrative guidelines/procedures and program functions
- Takes precautions to ensure staff safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.

- Keeps current with advances in office technology and updates office procedures as needed
- Cross-trains with other staff as directed and offers assistance when 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