

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### DEPUTY 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 and development of quality educational programs and services deemed essential by member school districts and agencies. Keeps the Superintendent and Governing Board informed about emerging issues.

#### **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 management and overall functionality of the Agency.
- Serves as the primary assistant to the ESC of Central Ohio Superintendent
- Manages daily internal operations of the ESC of Central Ohio including:
  - Supervision of assigned administrative staff
  - Supervision of staffing processes including recruitment, selection, development, assignment and evaluation
  - Oversight of internal processes including purchasing, budgeting, use of material resources, policies, procedures and administrative guidelines

- Establishes standards of excellence and measures for ESC of Central Ohio services
- Implements core initiatives of the Superintendent and service center
- Oversees internal staff development processes in conjunction with centers/offices administrators
- Prepares recommendations to enhance the service center's effectiveness as an innovative service provider
- Addresses issues that arise during the absence of the Superintendent
- 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
- Advocates for the educational needs of all students served by the ESC of Central Ohio, member districts and associated agencies
- 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