

## Educational Service Center of Central Ohio

### Job Description

## Director – Student Services

### Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment
- Master's degree or higher in Special Education, Leadership or closely related field
- Previous teaching experience working with students with special needs
- Previous administrative experience working with intervention specialists, related services staff and support staff
- Knowledge of federal and state Special Education laws and compliance procedures
- Knowledge and use of Special Education related services, assistive technology, behavioral supports, educational options, restorative practices, social emotional learning and curriculum 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:** Executive Director Student Services

### Job Objectives:

Provides supervision of the service center's Special Education classrooms including preschool programs and related services. Works collaboratively with the Executive Director of Special Education to make sure that identified students' needs are being met in compliance with federal and state laws.

### Responsibilities and Essential Functions:

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

- Oversees the delivery of services by Special Education classroom and related services staff working directly under his/her supervision including Special

Education coordinators, intervention specialists, related services staff and support staff

- Provides direct supervision of Special Education coordinators
- Utilizes pool substitute teachers effectively in providing coverage for absent Special Education teachers
- Ensures that Special Education staff are following state model policies and procedures with emphasis on identification and IEP development and review
- Participates in the yearly new Student Services staff orientation program
- Works with member school districts to identify, develop and implement necessary programs and innovative services
- Works with Special Education coordinators in the evaluation, professional development and discipline of intervention specialists, related services and support staff
- Directs the recruitment program for new and replacement Student Service staff including intervention specialists, related services and support staff
- Advocates on the part of students and staff in making sure that student needs are met in the least restrictive environment
- 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 in the Agency.

**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.