



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
STATE SUPPORT TEAM REGION 11
JOB DESCRIPTION
DIRECTOR

Minimum Qualifications:

- Master's degree or higher with experience in administration, special education, curriculum, or early childhood education
- Valid Ohio administrative license appropriate for the assignment
- At least 10 years of experience, 5 of which must be in an administrative position in an educational setting
- Knowledge of federal laws and regulations aligned to SST Grant Agreement
- Successful experience providing coaching and/or consultation
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Possess a valid Ohio driver's license
- 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 data entry, spelling, proofreading and the correct use of grammar
- Proficient in the use of office and management information software (e.g. Microsoft Word, Excel, PowerPoint, etc.)

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: ESC of Central Ohio Superintendent or designee

Job Objectives:

Directs the delivery of services by the State Support Team Region 11 and manages all staff in the organization.

Responsibilities and Essential Functions:

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

- Provides oversight of the full implementation of all aspects of the SST Scope of Work while ensuring adherence and fidelity to ODE processes, tools and assigned activities
- Oversees all SST expenditures regardless of funding sources, including approval of all requisitions
- Determines allocation of funds for staff, supplies, materials, equipment and authorized purchases
- Sets budget, evaluates projections and makes recommendations to ESCCO
- Develops budgets for programming and monitor expenditures to ensure that they remain within budgetary limits and guidelines
- Interviews and recommends candidates to the ESC Fiscal Agent in order to meet the deliverables of the ODE Grant Agreement
- Provides supervision and evaluation of staff annually employed by the Fiscal Agent to perform work associated with the SST in accordance with Fiscal Agent policies and procedures. Evaluation of SST consultants, at a minimum, must include formal observation and use of deliverables and role specific evaluation items.
- Arranges the professional learning needed for each SST consultant based on the assigned integrated scope of work respective consultants will be responsible for providing districts at the beginning of each school which may be delivered in a variety of formats.
- Designates SST staff to serve as contact people for specific areas as requested by the Directors of OEC, ELSR and/or Office of Approaches to Teaching and Professional Learning
- Directs and coordinates activities of personnel
- Establishes schedules and assigns special project work to staff members
- Coordinates activities between consultants and support staff
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Assists with committee assignments and/or special project work as assigned
- Oversees the timely and accurate submission of required and/or requested data and reports including, but not limited, subcontract work and services provided by persons funded through the Grant Agreement.
- Attends ODE required and sponsored meetings and trainings and ensures that SST personnel attend required meetings and training.
- Oversees an up to date SST website that ensures minimum accessibility standards are met for individuals with disabilities and non-English constituents
- Regularly communicates and collaborates with other educational partners to leverage resources and expertise for the delivery of regional services

- Performs duties to facilitate effective operations. Uses independent judgment and takes the initiative to perform tasks.
- Identifies and implements procedures that improve productivity.
- Organizes and maintains an electronic filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds ESC of Central Ohio Board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center. Supports community/school partnerships that enhance the service center's operational effectiveness.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with program, policy and procedural changes. Keeps staff informed about relevant issues.
- Monitors and reviews programming and projects In order to ensure that schedules are met, guidelines are adhered to and are of adequate quality.
- Reviews and interprets government regulations and laws and develops procedures to ensure staff and program success.
- Ensures that professional learning events and activities are publicized through sources such as email tools, newsletters, social media, websites and mailings
- Evaluates new and existing service delivery for suitability and in order to assess the need for changes, using information such as statistics, surveys and feedback.
- Provides technical assistance and professional learning opportunities to districts and agencies as assigned in the SST Grant Agreement.
- Ensures that the State Support Team Region 11 is within ODE compliance.
- Uses technology to prepare and process information (e.g. input, compile tabulate, post, store, retrieve, scan, modify, print, etc.)
- Composes and prepares routine correspondence, memos, notes, forms, emails, etc.
- Maintains forms related to administrative guidelines/procedures and program functions.
- Reports evidence of suspected child abuse and neglect as required by law.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- 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.