

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION

Director of Literacy and Learning

Minimum Qualifications and considerations:

Master's degree or higher in education related field.

Five years or more of successful leadership experience planning and delivering impactful professional learning initiatives in a school and/or district setting.

Demonstrated ability in working collaboratively with diverse constituencies including classroom teachers, principals, district administrators, support specialists, community, agency staff, regional service providers and ODE.

Knowledge of adult learning theory.

Proficient in Microsoft Word, Excel, and Power Point.

Excellent interpersonal skills.

Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction.

Demonstrated skill in oral and written communications.

Valid Ohio licensure as an administrator.

Additional administrative experience in the following areas is desirable:

Literacy, Utilization of multi-sensory literacy programs, Curriculum development, Instructional coaching, Data analysis, Assessment development, Developing learning plans, Dyslexia screening, identification and intervention

FLSA Classification: Exempt

Reports to: Superintendent or designee (Deputy)

Job Objective: Lead a team of service providers in the design and implementation of a continua of high quality and impactful district/school based literacy programming; agency hosted; and for Pre-K-12 educators to build capacity and collective efficacy toward higher levels of achievement and progress for all. All programming will be aligned to Ohio's Learning Standards and the very best evidence-based strategies and delivered within a collaborative system with shared accountability.

Responsibilities and Essential Functions: The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.



Work cooperatively with district leaders to review school performance results and student needs and develop strategies that remedy literacy gaps at all levels.

Develop and publish literacy tools to assist parents support of literacy development.

Assist with the implementation of HB 436, Dyslexia screening, identification and intervention, including mandated trainings, development of staff in multi-sensory structured literacy programs.

Build services, tools, and staff who are skilled in various aspect of literacy that can be embedded in districts and schools.

Provide leadership, coordination, expertise, support, and analysis of the very best evidence-based initiatives available to assist districts and schools in the recovery of learning loss and allowing for the recovery of lost learning opportunities.

Collaborate with other ESC Center leads and school district leaders to develop and implement literacy strategies which will support district initiatives, school level needs, and staff development requirements.

Assumes responsibility for your portion of the Center, including its annual budget, annual service plans, individual statements of work, and related invoicing and post-delivery evaluation processes.

Keep district leaders up-to-date on national trends in literacy and student learning options.

Assist districts in the development of multiple learning options and assist them in securing the necessary resources to implement them.

Plan, coordinate, and conduct a diverse offering of professional learning programs and interventions with districts designed to embed and support the use of highly effective teaching and learning practices.

Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions based on fulfillment of goals, accompanied by documentation for accountability.

Establish positive relationships with all Center leadership to enable a collaborative atmosphere which allows for a comprehensive approach to meeting district needs and wants.

Communicate effectively and consistently with clients.

Provide technical assistance to districts in evaluating the impact of literacy programing and the utilization of multiple literacy approaches on teaching and student outcomes.

Provide technical assistance to district instructional leaders in aligning professional learning to Ohio's Standards for Professional Development across all subject areas.

Prepare or oversee the preparation of all required reports and maintain all appropriate records.



Perform all other duties as assigned by superintendent or 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.