

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

COORDINATOR of DISTRICT and SCHOOL LEADERSHIP SUPPORT

Minimum Qualifications:

- Master's degree or higher in education related field.
- Five years or more of successful district and building leadership experience.
- 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 board/superintendent relationship development, leading effective district and school teams, and developing relationships with key stakeholders.
- 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.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Additional administrative experience in the following areas is desirable:
 - Staff Development
 - Instructional Leadership
 - Data analysis
 - Assessment development
 - Cultural Competence
 - Equity/Diversity initiatives
 - School Finance

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: Director of Professional Learning

Job Objective:

Develop, coordinate, deliver and evaluate leadership development opportunities for staff, teachers and administration. Stay current with the latest leadership trends and best practices. Serve as a resource for agencies and school districts as they work to increase the leadership capacity in their district and schools.

Responsibilities and Essential Functions:

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

- Cooperatively develops, delivers and evaluates leadership opportunities for staff.
- Serves as a resource for best practices, emerging strategies and a clearing house for the latest effective leadership trends and initiatives.
- Works with leading national leadership consortiums to bring experts and resources to Central Ohio to benefit our agency and members.
- Continues and expands the current leadership opportunities of the ESCCO; Principals Resource Network and District Leadership Institute.
- Establishes a coaching model to support all levels of teacher/administrative leadership and recruits coaches to support professional growth.
- Provides coordination, expertise, support, and analysis of evidence-based shared leadership development practices.
- Plans, coordinates, and conducts workshops/meetings with clients and staff to disseminate highly effective leadership practices.
- Communicates effectively and consistently with clients
- 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 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