

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

EANS Consultant

Minimum Qualifications:

- Master's degree or higher
- 3 to 5 years of successful classroom teaching, school improvement planning, educational administrative or related experience
- Valid Ohio administrative, supervisor or teacher's license appropriate for the assignment
- Knowledge/familiarity with Federal and state laws and regulations
- Successful coaching, consultation and employee evaluation experience.
- Documentation of a clear criminal record in compliance with state statute
- Valid Ohio driver's license
- Proficient in oral and written communication skills
- Proficient in spelling, proofreading and the correct grammar usage
- 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 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: CFO/Treasurer

Responsibilities and Essential Functions:

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

- Assists non-public school administrators with planning for staff through EANS Funds
- Coordinates ESCCO and 3rd party services to serve non-public schools through EANS funding.
- Supports the recruitment and onboarding of EANS funded personnel
- Supports the monitoring and evaluation of EANS funded personnel
- Consults with the Non-Public School clients and Ohio Department of Education as needed
- Supports and assists non-public clients with EANS compliance and reporting
- Supports the procurement and reimbursement of services and resources for non-public EANS clients
- Uses independent judgment and takes the initiative to perform tasks

- Identifies and implements procedures that improve productivity
- Organizes and maintains a personal functional filing system that ensures the safe retention and efficient retrieval of records and knowledge documents
- Upholds Board policies and follows administrative guidelines and procedures
- Respects personal privacy and maintains the confidentiality of privileged information
- Keeps current with program, policy and procedure changes
- Provides professional learning and technical assistance to non-public school clients.
- Interprets and enforces provisions of state education laws, rules and regulation of state education boards
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- Composes and types routine correspondence, memos, notes, forms, e-mails, etc.
- Helps develop information about Grant Agreement deliverables as directed
- Maintains forms related to administrative guidelines/procedures and program functions
- Stays up to date on current research, programs, data trends, educational news and laws/regulations
- Reports evidence of suspected child abuse and neglect as required by law
- Participates in staff meetings and professional growth opportunities as directed
- Accepts personal responsibility for decisions and conduct
- 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.