

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

EXECUTIVE DIRECTOR – ACHIEVEMENT AND LEADERSHIP

Minimum Qualifications:

- Valid Ohio administrative license
- Master's degree or higher with training in curriculum and instruction
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Previous work experience as an administrator/supervisor in a school or school district setting
- Successful work experience in planning, implementing and coordinating professional development activities in a school environment
- Strong understanding of adult learning theory and experience planning and conducting adult learning activities

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: Deputy Superintendent

Job Objectives:

Administers staff development and school improvement activities. Promotes an effective learning environment. Encourages program innovations. Keeps the deputy superintendent informed about emerging issues.

Responsibilities and Essential Functions:

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

- Directs the delivery and continuous improvement of staff development and school improvement activities
- Serves as an active member of the service center's administrative team
- Upholds Board policies and follows administrative guidelines and procedures
- Maintains visibility while promoting a favorable image of the service center

- Builds community/school partnerships that enhance the service center's operational effectiveness
- Helps develop and implement the service center's continuous improvement plan
- Collaborates with partner schools and advisory committees to identify, develop and implement necessary programs and innovative services
- Develops a strategy to accomplish personal performance objectives within specified timelines
- Provides staff leadership for the Center for Achievement and Leadership Services
- Develops action plans
- Helps resolve problems
- Maintains open and effective communications with staff and partner schools
- Administers the Board-approved budget for assigned areas of responsibility
- Expresses high expectations for staff performance
- Collaborates with administrators to improve staff competencies.
- Participates in staff evaluations when requested
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.)
- Initiates and develops collaborative relationships with institutions of high education throughout the region
- Works with higher learning institutions, school districts, and governmental agencies, etc. to plan and deliver professional development activities
- Actively pursues funding opportunities through grant writing and collaborative ventures with other agencies/organizations
- Represents the service center on educational committees
- Keeps current with educational issues, instructional practices and program innovations
- Serves as an information resource for staff and member districts
- Identifies, recruits and maintains a network of speakers/trainers
- Encourages staff to develop and disseminate innovative program materials
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities
- Participates in staff selection and orientation processes as directed
- Oversees the timely submission of reports, records and inventories
- Promotes the effective use of available technology in records management and instructional activities
- Respects personal privacy and maintains the confidentiality of privileged information
- Takes precautions to ensure staff/student safety
- Encourages and supports member school activities as time permits
- Supports appropriate research and pilot projects

- Identifies and recommends funding opportunities
- Helps prepare grant and foundation proposals
- Participates in national, state and regional activities that advance the service center's goals
- Participates in professional growth opportunities
- Accepts personal responsibility for decisions and conduct
- Strives to develop rapport and serves as a positive role model for others
- Coordinates the activities of the ESC's Local Professional Development Committee
- Sends out reminders to staff members who have ODE licenses expiring to be applying for updated licenses
- 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.