

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

EXECUTIVE DIRECTOR – STUDENT SERVICES

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment
- Master's degree or higher in Special Education, Leadership or closely related field
- Previous administrative and teaching experience working with students with special needs and related staff
- Knowledge of federal and state Special Education laws and compliance procedures
- Knowledge and use of Special Education auxiliary services, assistive technology, behavioral supports, educational options, restorative practices, social emotional learning, and curriculum materials that address the educational needs of program participants
- Experience in budgeting and working with state, federal and grant funds
- Experience in developing partnerships with related agencies, non-profits, businesses, medical facilities, higher education and community schools
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and board policies

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:

Provides overall supervision of the service center's Special Education programs in coordination with Student Services' administrators, Special Education teachers, related services staff and Student Services' support staff. In addition, is an advocate for providing service center Special Education students and staff with the materials, services and tools needed for an appropriate educational experience.

Responsibilities and Essential Functions:

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

- Provides overall leadership and supervision of service center’s Special Education programs
- Oversees the delivery of a continuum of Special Education Services
- Complies with state model policies and procedures for the education of students identified as having a disability
- Monitors federal and state laws that impact Special Education
- Develops and/or updates administrative guidelines and procedures to comply with legal mandates
- Collaborates with member school districts and advisory committees to identify, develop and implement necessary programs and innovative services
- Encourages staff to develop and implement innovative programs that enhance the educational experience for students including the use of assistive technology
- Assists staff in developing action plans to resolve issues that impede student learning
- Ensures that services are provided in the least restrictive educational environment
- Serves as a liaison and information resource for Special Education programs
- Helps develop and implement the service center’s continuous improvement plan
- Monitors state and federal funds through the CCIP process including Refugee, Title III, School Psychologist and Early Childhood funds
- Develops budgets for the Center of Student Services programs and grants
- Develops partnerships with outside agencies including non-profits, businesses, medical facilities, higher education and community schools
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes
- Provides direct supervision of the Director of Student Services, Associate Director Student Services, program managers, Gifted Education staff, Americorp Reading and Math program, SOS (specialized on-site) Team, alternative education programs, EPSEA, Mosaic, Columbus Springs, and mental health programs.
- Participates in national, state and regional activities that advance service center goals
- 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