

# ESCCO – COUNCIL OF GOVERNMENTS

## JOB DESCRIPTIONS

### **OHIO MATH CORPS COORDINATOR**

#### **Minimum Qualifications:**

- Completion of a Bachelor's degree in public administration, education, community/regional planning, human services, social/behavior science, or related area.
- Master's Degree preferred. Two or more years of professional work experience in human services, education or community services, including program development, budget development and analysis, monitoring, contracting and evaluating services; analysis of data, report writing, marketing; working with local, state and/or federal political entities; developing and implementing operational policies and procedures and providing in-service as required.
- Minimum of two years of professional experience in program and grant administration, management of community services, or non-profit service delivery desired.
- Minimum of two years' experience supervising multiple programs, projects and/or personnel preferred
- Knowledge of principles and techniques of strategic planning, monitoring, and evaluating community service programs and/or volunteer management service; the principals and processes of program administration and project management; basic budgeting and cost accounting processes.
- Demonstrated ability to supervise large groups, professional and/or support staff.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policy
- Experience with AmeriCorps preferred

*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:** Ohio Reading Corps Program Coordinator

#### **Job Objectives:**

The Ohio Math Corps is an AmeriCorps program aimed at improving math skills of students in grades K-5 who are not proficient in math but are not eligible for Special Education services. The goal of the program is to have children reach proficient math levels by providing one on one and small group instruction targeting their specific needs

as determined by data and teacher recommendation. The Ohio Math Corps Coordinator will manage approximately 20-30 AmeriCorps members. Management will include human resource functions and verifying compliance with AmeriCorps regulations.

### **Responsibilities and Essential Functions:**

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

- Serves as Ohio Math Corps Coordinator
- Directs several technical operations and activities necessary to maintain and provide support for the regional delivery of the Ohio Math Corps program.
- Responsible for the recruitment, enrollment, training and supervision of AmeriCorps members and if appropriate, service sites, per the approved grant application.
- Completes member service agreements at the start of the service, monitor member progress towards meeting goals, and track member service hours at least monthly. Conducts program evaluation of members and sites and use the information to continuously improve the program.
- Fosters esprit de corps among AmeriCorps members, and leads training and development activities that will strengthen member's knowledge and skills as a result of their service in the AmeriCorps program.
- Collaborates with ESC of Central Ohio Project Director, ESC of Central Ohio Project Co-Director, Ohio Math Corps Advisory Board and school districts, to ensure all components of the Ohio Math Corps Project are implemented in compliance with the federal AmeriCorps Program and the Corporation for National Community Service.
- Reviews federal regulations, state laws, and AmeriCorps administrative requirements to help monitor appropriate policies, procedures and interpretation to guide successful implementation of the Ohio Math Corps Project.
- Creates and maintains tracking/monitoring system to meet federal grant compliance requirements.
- Contributes to Ohio Math Corps Annual Report; communicates the Ohio Math Corps Project and services to schools.
- Completes background checks for each new member and follows all requirements from CNCS
- Conducts an orientation for all members in region covering introduction to the program, background of AmeriCorps, program expectations and requirements for completion.
- Holds monthly team meetings and maintains sign-in sheets
- Conducts quarterly site visits with documentation for each site
- Attends weekly coordinator calls
- Conducts site visits within 1 week of member placement and collects math data from school site supervisors
- Verifies that all students meet eligibility requirements at first site visit

- Sets up and leads district meetings and site supervisor training
- Obtains signatures on building agreements before placing any member at a site
- 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.

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