

ESCCO – COUNCIL OF GOVERNMENTS

JOB DESCRIPTION

OHIO READING CORPS PROGRAM 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.
- Documented experience in grant writing; interpreting and applying policies, grant requirements, technical directives, state or federal standards and regulations, and implementing compliance processes/procedures.
- Minimum of two years' experience supervising multiple programs, projects and/or personnel.
- 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

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: Executive Director of Student Services

Job Objectives:

To coordinate all aspects of the Ohio Reading Corps. This project involves the placement of 120 AmeriCorps members in school districts located in Central Ohio, Cleveland, Dayton, and Youngstown. AmeriCorps members will be trained to provide one-on-one and small group reading and math support to more than 2000 students in K-5th grade who are below proficient in reading or math but not eligible for special education services.

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 Reading Corps Project Coordinator with expertise in project management and budget management
- Directs all technical operations and activities necessary to maintain and provide support for the regional delivery of the Ohio Reading 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. Conduct program evaluation of members and sites, and use the information to continuously improve the program.
- Fosters esprit de corps among AmeriCorps members, and lead 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 Reading Corps Advisory Board and school districts, to ensure all components of the Ohio Reading 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 Reading Corps Project.
- Responsible for new service planning, budget monitoring, new program/organization recruitment, contract development, negotiation and monitoring, and programmatic auditing; reviews and makes planning and funding recommendations to Project Directors and Advisory Board.
- Creates and maintains tracking/monitoring system to meet federal grant compliance requirements.
- Evaluates program financial and program performance; access Ohio Reading Corps Project goals and accomplishments to determine effectiveness.
- Develops and writes Ohio Reading Corps Annual Report; communicates the Ohio Reading Corps Project and services to schools.
- Completes 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