

# ESCCO – COUNCIL OF GOVERNMENTS

## JOB DESCRIPTION

### **OHIO READING CORPS REGIONAL COORDINATOR**

#### **Minimum Qualifications:**

- 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 training to others preferred
- 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 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.
- Experience with AmeriCorps preferred
- 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:** Ohio Reading Corps Program Coordinator

#### **Job Objectives:**

Regional coordinators will manage approximately 20-30 AmeriCorps members. Coordination duties include recruiting, interviewing, and hiring members; scheduling, planning, and running team meetings throughout the year; conducting quarterly site visits to multiple schools; conducting member evaluations twice per year for all members; presenting program details to school staff; collecting data from program members

throughout the year; approving timesheets for members; working to maintain compliance with AmeriCorps regulations; and other tasks.

### **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 Regional Coordinator with expertise
- Directs several technical operations and activities necessary to maintain and provide support for the regional delivery of the Ohio Reading Corps program.
- Is 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.
- Creates and maintains tracking/monitoring system to meet federal grant compliance requirements.
- Contributes to Ohio Reading Corps Annual Report; communicates the Ohio Reading Corps Project and services to schools.
- Completes background checks for each new member and follow all requirements from CNCS
- Holds monthly team meetings and maintain sign-in sheets
- Verifies that all students meet eligibility requirements (below proficient, poverty) at first site visit
- Sets up/leads district meeting and site supervisor training
- Obtains signatures on building agreement before placing any member in a site
- Completes other specific job-related duties as assigned 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 her/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