

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

DIRECTOR of PROGRAM RESOURCES

Minimum Qualifications:

- Bachelor's Degree is required, Master's Degree preferred.
- Should have five years' experience in school district, state and federal funding and allocation coupled with experience in compliance monitoring.
- Demonstrated knowledge and experience with state and federal program administration.
- Demonstrates knowledge of all statutory and regulatory requirements and audit responsibilities, fiscal management and record keeping duties, cash management principals, internal controls.
- Demonstrated knowledge of Ohio's K-12 and Higher Education systems.
- Ability to work with administrators, consultants, and technical staff assigned to assist in allocation, monitoring and compliance functions.
- Demonstrated experience and proficiency in using electronic spreadsheets, word processing, and data base applications on a personal computer.
- Skilled at operating general office equipment in addition to computer specific peripheral hardware.
- To be self-motivated with an attention to detail and the ability to work with confidential material.
- A customer service attitude with an ability to handle people in difficult situations.
- Demonstrated proficiency in written and oral communication.
- The ability to work cooperatively with others and to take instruction.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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:

Responsible for the day-to-day coordination, planning, oversight, and operationalization of activities relating to the effective use of federal, state and local funds and associated regulations connected to the programming of the ESCCO. Special focus shall be on developing internal processes that support effective program administration where federal funds are used. Additional focus shall be placed on providing service and technical assistance to client school districts and partner ESCs, agencies, Charter and STEM Schools and customers where federal and state funds are used.

Responsibilities and Essential Functions:

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

- Assists Center staff in the preparation, input and monitoring of state and federal allocations and grants.
- Creates procedures, documents and professional trainings that allow Agency staff to have the information to maximize Agency resources.
- Monitors legislative activity to relative to K-12 and higher education.
- Assists in development of new federal and state funded programs such as Auxiliary Services.
- Develops internal audit programs and performs internal audits of centers and prepares written reports on findings and provides written recommendations to the audited centers.
- Remains abreast of development and innovations in the field by reading current and cogent literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
- Monitors legislation and communicates its impact regarding ESCCO resources.
- Researches and analyzes administrative, fiscal and operational problems; reviews findings and implements solution.
- Prepares federal, state and local reports as required or directed.
- Assist member district with planning and support with district applications, need assessment and goal setting and budget planning.
- Provide assistance and support with program resources tied to ESSA such as Title I, Title II, Title III, IDEIA, and 21st Century, etc..
- Develops the necessary lines of communication to ensure smooth and efficient management of grant applications, amendments, sub recipient agreements, and associated funds.
- Develops effective working relationship with CFO/Treasurer and/or designees assigned to assist in the administration of grants/contracts and to ensure full Auditor of State, Federal, and other compliance requirements.
- Performs other specific job-related duties as assigned by 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