**Mid-Ohio Educational Service Center**

**Job Description**

Date: Reviewed; 11/18/2020

Title: **Executive Director of Business & Innovation**

Reports to: Superintendent

Employment Status: Full or Part-Time

Days: Negotiable

FLSA: Administrative, Exempt

**QUALIFICATIONS**

* Master’s degree in Business Administration; Licensed Business Manager, School Treasurer, or Superintendents License preferred.
* Evidence of successful school administration experience.
* Evidence of successful experience related to private sector business model applications preferably in the areas of management, forecasting, cost accounting and data analysis.
* Documentation of a clear criminal record in compliance with state statute
* Complies with drug-free workplace rules and Board polices

**GENERAL DESCRIPTIONS**

The Executive Director of Business & Innovation should be a visionary and action centered leader who can manage and implement Mid-Ohio’s ESC business and innovative practices. This position will oversee the duties of the Executive Director of Business & Innovation as outlined on Mid-Ohio ESC’s Organizational Table. In addition, this position, in coordination with the Superintendent, will effectively plan, coordinate, and evaluate the human resource operations.

**ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Administer the business affairs of the ESC in such a way as to provide the best possible services with the financial resources available
* Administer the risk management functions of the ESC
* Act as benefit administrator for:

a. Health Insurance Benefits & 125 plan and ACCA compliance

b. Ohio BWC

c. Ohio Unemployment Compensation/Job & Family Services

* Function as management consultant for administrators and board members of local districts, if necessary
* Administer salary schedules and compensation models to retain and attract qualified and competent employees
* Responsible for maintaining District Contracts and Tenant Leases, as well as, all other ESC contracts (i.e. copiers, utilities, maintenance, private residential treatment facilities, etc.)
* Represent the ESC in its dealings with other school systems, area agencies, community organizations and the general public as necessary, or as assigned by Superintendent
* Recommend qualified candidates for appointment to vacant positions in his/her service areas
* Recommend priorities for expenditure of ESC in his/her services areas.
* Present for its consideration in conjunction with the treasurer an annual budget that is designed to serve the needs of the ESC in his/her service areas.
* Coordinate his/her fiscal responsibility with that of the treasurer in the financial planning and operation of the ESC
* Delegate at own discretion to direct reports the power to discharge duties with the knowledge that the delegation of power or duty does not relieve the Executive Director of Business & Innovation final responsibility for the action taken under such delegation
* Maintains visibility while promoting a favorable image of the service center
* Builds community/school partnerships that enhance the service center’s operational effectiveness
* Helps develop and implement the service center’s continuous improvement plan
* Collaborates with partner schools and advisory committees to identify, develop, and implement necessary programs and innovative services
* Develops a strategy to accomplish personal performance objectives within specified timelines
* Develops action plans and helps resolve problems
* Maintains open and effective communications with staff and partner schools
* Expresses high expectations for staff performance
* Collaborates with administrators to improve staff competencies
* Actively pursues funding opportunities through grant writing and collaborative ventures with other agencies/organizations
* Serves as an informational resource for staff and member districts
* Encourages staff to develop and disseminate innovative program materials
* Participates in staff selection and orientation processes as directed
* Oversees the timely submission of reports, records, and inventories
* Promotes the effective use of available technology in records management
* Encourages and supports member school activities as time permits
* Identifies and recommends funding opportunities
* Helps prepare grant and foundation proposals
* Participates in national, state, and regional activities that advance the service center’s goals
* Participates in professional growth opportunities
* Conduct staff performance evaluations for all assigned personnel
* Approve the purchase of supplies and equipment in accordance with the educational plan and department budget allocations
* Participate with appropriate strategic partners to maintain current budget and educational knowledge
* Participation as an active member of the Mid-Ohio administrative team that seeks to meet the needs of its partner districts.
* Performs all other job-related duties as directed by the Superintendent or his/her designee

**PERSONAL QUALITIES**

* Possesses a high level of professional and ethical standards
* Acknowledges personal accountability for decisions and conduct
* Demonstrates professionalism and contributes to a positive work environment
* Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
* Maintains an acceptable attendance record and is punctual
* Organizes tasks and manages time effectively
* Meets deadlines despite time constraints
* Uses diplomacy and exercises self-control when dealing with other individuals
* Wears work attire appropriate for the position
* Accepts responsibility
* Exhibits a positive outlook
* Takes initiative
* Exhibits a service mentality and is responsive to internal and external client request for service
* Participates in professional development that relates to the position
* Operates standard office equipment including computers, word processing, spreadsheets, and communication software
* Seeks to be a leader in technology
* Stays current on education issues and initiatives

**WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Adjust work hours necessary to complete duties
* Occasional exposure to blood, bodily fluids, and tissue
* Occasional operation of a vehicle under inclement weather conditions
* Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
* Physical abilities including standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

**EVALUATION**

Performance of this job will be evaluated by the Superintendent according to Mid-Oho ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature Date Received