

Mid-Ohio Educational Service Center

Job Description

Date:	June 15, 2022
Title:	Director of Grants & Special Projects
Reports to:	Superintendent
Employment Status:	Full-Time
MOESC Pay Sale:	Director B
Days:	up to 224 days
FLSA:	Administrative, Exempt

QUALIFICATIONS

- Master's degree or higher with training in curriculum, instruction, and leadership
- Valid Ohio administrative license
- Previous work experience as administrator/supervisor in a school or school district setting
- Experience with grant writing, management, compliance, and monitoring
- Knowledgeable of grant budgets, CCIP, reporting, and monitoring of grant activities
- Successful work experience in creating partnerships with business, economic development, workforce development, and community-based organizations
- Successful work experience in planning, implementing, and coordinating professional development activities in a school environment
- Strong understanding of adult learning theory and experience planning and conducting adult learning activities
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

GENERAL DESCRIPTIONS

The Director of Grants & Special Projects provides leadership for Mid-Ohio ESC's grants and special projects (as assigned by the Superintendent) and improvement services in support of its partner school districts. Promotes an effective learning environment. Encourages program innovations. Keeps the Superintendent informed about emerging issues.

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.

- Coordinates grant activities, programing, and staff
- Responsible for grant budgets, staffing, reporting, and monitoring
- Directs the delivery and continuous improvement of staff development and school improvement activities
- Maintains visibility while promoting a favorable image of the service center
- Builds community/school partnerships that enhance the service center's operational effectiveness
- Support the implementation 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
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.)
- Initiates and develops collaborative relationships with institutions of high education throughout the region
- Initiates and develops collaborative relationships with Business Advisory Council, SPARC, and other business and community organizations
- Works with higher learning institutions, school districts, and governmental agencies, etc. to plan and deliver professional development activities
- Actively pursues funding opportunities through grant writing and collaborative ventures with other agencies/organizations
- Keeps current with educational issues, instructional practices, and program innovations
- Serves as an information resource for staff and member districts
- Identifies, recruits, and maintains a network of speakers/trainers
- Encourages staff to develop and disseminate innovative program materials
- Helps staff resolve programs that impede student learning and/or participation in appropriate peer group activities
- 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 and instructional activities
- Coordinates and conducts Project Based Learning and Virtual Reality professional development along with Leadership Development trainings
- Encourages and supports member school activities as time permits
- Supports appropriate research and pilot projects
- 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 each grants scope of work and 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.

Employee Signature

Date Received