

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Date:</b>	<b>2/28/2022</b>
<b>Title:</b>	<b>Assistant Director of Student Services</b>
<b>Reports To:</b>	<b>Director of Student Services</b>
<b>Employment Status:</b>	<b>Full-time</b>
<b>Days:</b>	<b>224 days</b>
<b>FLSA:</b>	<b>Administrative, Exempt</b>

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### **QUALIFICATIONS**

- Master's degree with Ohio certification/license in administration
- Current Ohio teaching certificate/license
- Meets all mandated health screening requirements
- Minimum of two years of administrative experience
- Evidence of successful leadership experience related to special education and related services, federal and state programs, alternative programs, teacher training, instructional strategies, intervention support, and use of data to increase student achievement and success
- Administrative experience in the supervision of successful programs
- Management experience in overseeing and evaluating staff's work to specified performance goals and outcomes

### **GENERAL DESCRIPTION**

Under the direct supervision of the Director of Student Services, the Assistant Student Services Director aids with the development, implementation and evaluation of all Mid-Ohio ESC Student Services programs. The programs include: services relating to legal compliance with IDEA and Section 504 of the Rehabilitation Act, social/emotional and behavioral issues and services, related services, psychological services, drug, alcohol, alternative programs, Federal and State programs, Parent Mentors, crisis prevention, instructional strategies for diverse learners, evaluation and assessment, intervention programs, and comprehensive programs for student achievement, instructional design and technology support. It is the responsibility of the assistant to understand current educational laws, direct and implement programs and services to best meet the needs of the students served by Mid-Ohio ESC.

## **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 the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide leadership with all legal requirements for implementation of programs and services for at-risk and students with disabilities, in compliance with Section 504 of the Rehabilitation Act, IDEA and alternative program regulations
- Planning, supervising, and coordinating all student services; including alternative programs, related therapy services, and other related student need services
- Plan and implement high quality professional learning opportunities in a purposeful, structured and continuous process around relevant student service topics
- Provide leadership in developing, achieving and maintaining research-based best practices for student service programs
- Provide assistance in gathering information to create new programs or services based on district or student need
- Provide assistant leadership with department staff members: OTs, PTs, SLPs, alternative program staff, secretaries, social workers, etc.
- Assist in analyzing data to develop innovative programs to improve student services to school districts and other public entities
- Conduct staff performance evaluations for all assigned personnel
- Serve as a related services resource and liaison with school districts relating to student services topics

## **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 requests for service
- Participates in professional development that relates to the position

- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- 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 include 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 Director of Student Services according to Mid-Ohio 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 the 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

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Received Date