

Mid-Ohio Educational Service Center

Job Description

Date:	June 15, 2022
Title:	Grant Manager (Comprehensive Literacy State Development)
Reports to:	Director of Teaching & Learning
Employment Status:	Full-Time
MOESC Pay Sale:	Grant Specific
Days:	up to 224 days
FLSA:	Exempt

QUALIFICATIONS

- Valid Ohio license required; administrator license preferred
- Bachelor's degree required, master's degree in a related area preferred
- A minimum of five (5) years successful experience in education field
- Administrative or supervisory experience required
- Experience with instructional Coaching of Teachers
- Experience planning and facilitating professional development sessions
- Experience with school improvement strategies applicable to all content areas to raise student growth and achievement
- Experience and knowledge of research behind the Science of Reading preferred
- Experience with web design and multiple platforms supporting instructional technology
- Valid Ohio driver's license
- Successfully pass BCI/FBI background checks

GENERAL DESCRIPTIONS

The Grant Manager will provide a range of services and support for administrators and teachers in the chosen model sites. The Grant Manager will provide evidence-based literacy strategies and methods; provide best practices; engage in small group (TBT) and individual support; and facilitate professional development. The Grant Manager must have a thorough knowledge of Ohio's Learning Standards and research-based, evidence-based strategies and methods proven to develop building-wide literacy systems and practices to increase students' achievement and growth. The Grant Manager will work collaboratively with Mid-Ohio Literacy Coaches and districts to create a focused improvement literacy plan based on district data. This position will provide in-depth services to strengthen students' academic success as related to the Simple View of Reading. The Grant Manager may be utilized to support other MOESC Grants as needed.

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, programming, and staff
- Directs the delivery and continuous improvement of staff development and school improvement activities
- Maintains visibility while promoting a favorable image of the service center
- Support the implementation of 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.)
- Works with higher learning institutions, school districts, and governmental agencies, etc. to plan and deliver professional development activities
- 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 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
- 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 professional growth opportunities
- Performs all other job-related duties as directed by the Superintendent or his/her designee
- Maintain up-to-date knowledge of literacy and school improvement at the State and Local levels
- Fiscal knowledge related to overseeing and maintaining budgets, requisitions, fiscal records, and reporting
- Create reports and maintain data for mandatory compliance requirements for ODE

- Facilitate collection and analysis of district data
- Facilitate data discussions with educators during BLT and TBT meetings to support data integration and targeted instruction
- Utilize data sources to promote district/building goal setting and improvement strategies
- Support district and school personnel in the design and implementation of a Literacy Leadership Team
- Assist district and school personnel in the ongoing evaluation of the effectiveness of their school- wide reading model
- Collaboratively work with other professionals and literacy coaches in supporting the goals of the CLSD grant
- Prepare educators to use high-yield school improvement strategies to raise student achievement and growth
- Develop/facilitate professional development for district administrators and teachers to support the implementation of Ohio's Plan to Raise Literacy (on-site and remotely)
- Lead technology integration and review and recommend technology resources
- Demonstrate knowledge and application of evidence-based practices in the teaching of literacy
- Support fidelity of implementation through walk throughs and coaching
- Develop, lead, and provide follow up for high-quality, customized professional development
- Update, manage, and integrate CLSD Warehouse for training and sustainability of the grant work
- Any other duties as assigned

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
- Participate 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 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 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 or designee 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