

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	4/19/2023
Title:	Director of Community Schools
Reports To:	Superintendent
Employment Status:	Full-time
MOESC Pay Schedule:	Director A
Days:	172 days
FLSA:	Administrative, Exempt

QUALIFICATIONS

- Master's degree with Ohio certification/license in administration or educational leadership preferred
- Three to five years of administrative experience preferred
- Evidence of successful leadership experience in the field of administration or educational leadership
- Knowledge of Community/Charter school sponsorship
- Strong relationship builder with good verbal and written communication skills and the ability to center the needs of the schools
- Self-directed skills to effectively manage the daily operation and administration of the community school department
- Ability to handle problem situations in a tactful, courteous, and respectful manner

GENERAL DESCRIPTION

The Director of Community Schools provides quality oversight, strategic direction, and guidance of Mid-Ohio Educational Service Center's sponsored community schools and monitors the schools' operation and compliance with all applicable laws, policies/procedures, and contract terms as required by the Ohio Department of Education. The Director of Community Schools effectively plans, designs, develops, and evaluates initiatives that support the Mid-Ohio ESC's Community School mission, vision, and goals.

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.

- Assists the Superintendent with community schools.
- Completes all oversight, monitoring, compliance, and technical assistance activities in its role as an Ohio community school sponsor.
- Conducts onsite visits in the fall and spring to review the academic performance and compliance documents and prepares written reports for the schools' identifying strengths as well as areas needing improvement, if necessary.
- Prepares annual performance reports for the schools, stakeholders, and the Ohio Department of Education. Collects data from at least three stakeholder groups over the course of a review year through surveys.
- Collects and uploads Quality Practice and Compliance documents into Epicenter.
- Attends Governing Board meetings of sponsor schools, sharing information regarding finances, enrollment, and compliance items.
- Communicates with and provides written guidance to the schools' Governing Boards at least quarterly.
- Tracks strategic plans, sponsor self-assessment, and schools' assessment of the sponsor.
- Conducts a needs assessment to determine technical assistance needed by the schools and determines which professional development opportunities it shares or offers to schools.
- Provides an annual training to assist schools in understanding changes in rules, laws, and policies impacting community schools.
- Reviews and assesses new and renewed contracts with sponsored schools and monitors progress and compliance with the performance framework as stated in the sponsorship contract.
- Provides technical assistance and regular communications to the sponsored community schools regarding academic performance, professional development, and any issues or concerns that may arise.
- Participates in and completes the Ohio Department of Education's sponsor evaluation system.
- Performs all 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.
- Participates in professional development that relates to the position.
- Operates standard office equipment including computers, word processing, spreadsheets, and communication software.
- 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 Superintendent 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.

Employee Signature

Date Received