

# Mid-Ohio Educational Service Center

## Job Description

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Date: 5/17/2022  
Title: **Director of Leadership and Learning**  
Reports to: Executive Director of Achievement and Leadership  
Employment Status: Full Time  
Days: 224  
FLSA: Administrative, Exempt (Director B)

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### **QUALIFICATIONS**

- Master's degree or higher (Doctoral Degree Preferred) with training in curriculum, instruction, and leadership
- Valid Ohio administrative license, Superintendent's license preferred
- Previous work experience as administrator/supervisor in a school or school district setting
- 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
- Completion of a professional development program accredited by the International Dyslexia Association (accreditation or accreditation plus level)
- Credentialed (or willingness to obtain) OPES, OTES, and OSCES trainer
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

### **GENERAL DESCRIPTIONS**

The consultant will provide leadership and support for the Mid-Ohio Educational Service Center's full range of professional learning opportunities and offer professional services in support of all client and partner school districts. The consultant position will promote an effective learning environment through direct and indirect support, encourage program innovations, and assist in preserving the efficient and effective operations of MOESC.

### **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.



- Provide systems coaching at the building and district level to support effective multi-tiered system of supports, including facilitating and/or supporting professional learning aligned to effective multi-disciplinary teams and Ohio's literacy policies
- 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
- 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
- Assists in the Development of 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.)
- Develops and maintains collaborative relationships with institutions of higher education throughout the region
- 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
- Delegate at own discretion to direct reports the power to discharge duties with knowledge that the delegation of power or duty does not relieve the Executive Director of Achievement & Leadership final responsibility for the action taken under such delegation
- Serves as an informational resource for staff and member districts
- 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 by the Executive Director of Achievement and Leadership
- Oversees the timely submission of reports, records, and inventories
- Promotes the effective use of available technology in records management and instructional activities
- Assists in conducting OPES, OTES, OSCES, Leadership Development trainings
- Encourages and supports member school activities as time permits
- Supports appropriate research and pilot projects
- 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
- Performs all other job-related duties as directed by the Superintendent or the Executive Director of Achievement and Leadership

### **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 Executive Director of Achievement and Leadership.

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

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Date Received