

MID-OHIO EDUCATIONAL SERVICE CENTER JOB DESCRIPTION

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| Date: | 4/16/2025 |
| Title: | Director of Community Schools |
| Reports To: | Superintendent |
| Employment Status: | Full-time |
| MOESC Pay Schedule: | Director A |
| Days: | 224 days |
| FLSA: | Administrative, Exempt |

REQUIRED 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
- Familiarity with educational technology systems and cybersecurity best practices
- 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 and technology initiatives
- Ability to handle problem situations in a tactful, courteous, and respectful manner
- Successfully pass a B.C.I. and F.B.I. background check

GENERAL DESCRIPTION

The Director of Community Schools provides quality oversight, strategic direction, and guidance for Mid-Ohio Educational Service Center's sponsored community schools, ensuring compliance with all applicable laws, policies/procedures, and contract terms as required by the Ohio Department of Education. This role dedicates approximately 75% of its effort to planning, designing, developing, and evaluating initiatives that support the Mid-Ohio ESC's Community School mission, vision, and goals. The remaining 25% of the role involves providing high-level support and leadership for technology-related initiatives, contributing to strategic projects, operational enhancements, and departmental guidance as needed.

ESSENTIAL FUNCTIONS/SKILLS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Primary Responsibilities: Community Schools Responsibilities

- 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 academic performance and compliance documents, preparing written reports identifying strengths and areas needing improvement
- Prepares annual performance reports for schools, stakeholders, and the Ohio Department of Education, collecting data from at least three stakeholder groups via surveys
- Collects and uploads Quality Practice and Compliance documents into Epicenter
- Attends Governing Board meetings of sponsored 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 needs assessments to determine technical assistance and professional development opportunities for schools
- Provides 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, monitoring progress and compliance with the performance framework
- Provides technical assistance and regular communication to sponsored community schools regarding academic performance, professional development, and emerging issues

Secondary Responsibilities: Technology Responsibilities

- Contributes to the planning and execution of significant technology projects to enhance organizational infrastructure
- Supports the implementation of systems and tools to improve operational efficiency and security
- Assists in strengthening IT cybersecurity measures to protect organizational data and systems
- Provides expertise in resolving complex technological challenges as they arise
- Participates in the evaluation and procurement processes for technology-related resources and services

General Duties

- Participates in and completes the Ohio Department of Education's sponsor evaluation system
- Performs all other duties as assigned by the Superintendent

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 others
- Wears work attire appropriate for the position
- Accepts responsibility and exhibits a positive outlook
- Takes initiative and exhibits a service mentality, responding to internal and external client requests
- Participates in professional development relevant to community schools and technology
- Operates standard office equipment, including computers, word processing, spreadsheets, and communication software
- Stays current on education and technology issues and initiatives
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

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 and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- 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

The Mid-Ohio Educational Service Center is an equal opportunity employer.