

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 5/21/2025
Title: Assistant Director of Student Services
Reports To: Director of Student Services
Employment Status: Full-time
MOESC Pay Schedule: Director A
Days: 224 days
FLSA: Administrative, Exempt

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 work experience as administrator/supervisor in a school or school district setting
- 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
- Successfully pass a B.C.I. and F.B.I. background check

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 in ensuring compliance with legal requirements related to programs and services for at-risk students and students with disabilities, including Section 504 of the Rehabilitation Act, IDEA, and alternative education program regulations.
- Plan, supervise, and coordinate all student services: related therapy services, English as a Second Language (ESL) support, and other services that address student needs.
- Design and implement high-quality professional development opportunities focused on relevant student service topics, using a purposeful, structured, and continuous learning approach.
- Lead the development, implementation, and maintenance of research-based best practices across all student service programs.
- Assist in the collection and analysis of data to inform the creation and enhancement of programs and services that respond to district and student needs.
- Provide collaborative leadership and support to departmental staff, including occupational therapists, physical therapists, speech-language pathologists, alternative education special services staff, administrative assistants, social workers, and others.
- Analyze data to identify trends and develop innovative solutions that improve student services across school districts and public entities.
- Conduct performance evaluations for all assigned staff, ensuring alignment with organizational goals and professional standards.
- Act as a liaison and resource for school districts on topics related to student services and related support programs.

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 and exhibits a positive outlook

- Takes initiative and 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
- 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
- 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.

Employee Signature

Date Received

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