

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	5/21/2025
Title:	Adult Education Office / Data Manager – Aspire Program (Mansfield)
Reports To:	Adult Education Director – Aspire Program (Mansfield)
Employment Status:	As Determined by the Adult Education Director – Aspire Program (Mansfield)
Days:	As Determined by the Adult Education Director – Aspire Program (Mansfield)
MOESC Pay Schedule:	Office Manager / Data Manager – Aspire Program

QUALIFICATIONS

- High school diploma or GED required
- Computer proficiency and knowledge of office technology.
- Excellent communication and organizational skills.
- Ability to prioritize and handle multiple tasks effectively.
- Previous experience in office administration or data management is preferred.
- Successfully pass a B.C.I. and F.B.I. background check

GENERAL DESCRIPTION

The Adult Education Office / Data Manager – Aspire Program (Mansfield) will provide comprehensive administrative support to the Adult Education Director, staff, and students. The Adult Education Office and Data Manager will maintain efficient office operations, manage data and student records, and ensure smooth daily functioning of the program.

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

Administrative Support

- Greet and assist students, visitors, and callers, providing information and directing them to the appropriate resources.
- Manage student registrations, enrollments, and maintain accurate student records.
- Maintain organized and up-to-date filing systems, both electronic and paper-based.
- Handle administrative duties including office supplies, mail, and other clerical tasks.

Board approval on 5/21/2025

- Maintain computer printers, copy machines, and other technical equipment.

Data Management

- Enter and manage data in various databases and systems, ensuring accuracy and confidentiality.
- Oversee the collection, recording, and distribution of staff timesheets.
- Manage the Mansfield Aspire website, ensuring all information is comprehensive and up-to-date.

Event and Program Support

- Organize the annual student graduation ceremony.
- Assist in planning and supporting program events or activities.
- Participate in professional development and attend all staff meetings.

Operations and Oversight

- In the absence of the Director, oversee daily operations and serve as the point of contact for staff and inquiries.
- Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a moral responsibility to help instill in students the belief in and practice of ethical principles and democratic values.
- Upholds Mid-Ohio ESCs board policies and follows administrative guidelines and procedures
- Participates in staff meetings and professional growth and development opportunities as directed
- Completes annual mandatory training and participate in professional development that relates to the position
- Other duties as assigned by the Director of the Aspire Program (Mansfield)

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
- Seeks to be a leader in technology integration
- Proficient in office procedures and protocol
- Excellent verbal and written communication skills
- Ability to perform and solve difficult, complex tasks independently and accurately with critical attention to detail and priority
- Maintains an acceptable attendance record and is punctual
- Multitasking abilities, organizes tasks and manages time effectively
- Must be highly organized, have attention for detail, and manages time effectively

- Strong interpersonal skills and ability to relate well with team member
- Uses diplomacy and exercises self-control when dealing with other individuals
- Displaying patience, flexibility, and respect for all 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
- Ability to work with adult students and staff
- Proficient computer training in Microsoft office and Google Suite
- Ability to organize and work with diverse people.
- Handle confidential and sensitive information with discretion.
- Answer and direct phone calls and respond to emails and inquiries in a timely manner.
- Ability to work independently and stay on task
- Must be customer service oriented and have the ability to work with the public
- Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a moral responsibility to help instill in students the belief in and practice of ethical principles and democratic values
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS/PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to drive an automobile.
- Ability to travel freely throughout Ashland, Crawford, and Richland counties.
- Ability to lift, carry, or move equipment or supplies weighing up to thirty pounds.
- Ability to manage balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- 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
- Ability to communicate effectively using language and writing skills.
- Ability to participate in and facilitate the exchange of ideas leading to a group consensus.
- Ability to react productively to frequent interruptions and changing conditions.
- Ability to accurately discern detail in written, statistical, and tabular materials.

- Ability to analyze data and present alternative actions and solutions.
- Ability to set priorities, organize and complete duties efficiently without supervision.
- Ability to maintain a tactful disposition in dealing with administrators, staff, students, and the public.
- Responsibility for the safety or well-being of other people.
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment

EVALUATION

Performance of this job will be evaluated by the Director of the Aspire Program (Mansfield) or designee 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.