

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 5/21/2025
Title: Executive Director of Achievement & Leadership
Reports to: Superintendent
Employment Status: As Determined by the Superintendent
Days: As Determined by the Superintendent
MOESC Pay Schedule: As Determined by the MOESC Board of Governors
FLSA: Exempt

QUALIFICATIONS

- Master's degree or higher with training in curriculum, instruction, and leadership
- Valid Ohio administrative license with Superintendents 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
- 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 DESCRIPTION

The Executive Director of Achievement & Leadership at Mid-Ohio ESC provides strategic leadership and oversight for administrative staff development, school improvement initiatives, and innovative educational programs across partner districts. This role promotes effective learning environments, supports continuous improvement planning, and ensures high standards for staff performance. The Director collaborates with partner schools, advisory committees, and community organizations to design and implement impactful services aligned with district needs, while also serving as a liaison between the ESC, local districts, and external stakeholders. Acting as a management consultant, when necessary, the Executive Director represents Mid-Ohio ESC in professional engagements and advises district administrators and boards. The role involves maintaining strong communication with the Superintendent, anticipating and addressing emerging educational issues, and upholding a vision of excellence in service delivery and educational leadership.

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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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
- Develops 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.)
- Initiates and develops 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
- Represents the ESC in the absence of the Superintendent
- 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
- Identifies, recruits, and maintains a network of speakers/trainers
- 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
- Oversees the timely submission of reports, records, and inventories
- Promotes the effective use of available technology in records management and instructional activities
- Conducts OPES, OTES, OSCES, Leadership Development trainings
- Administer the technology functions within the ESC
- Encourages and supports member school activities as time permits
- Supports appropriate research and pilot projects

- Identifies and recommends funding opportunities
- 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
- Participation as an active member of the Mid-Ohio administrative team that seeks to meet the needs of its partner districts.
- Performs all other job-related duties as directed by the Superintendent or his/her designee

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
- Seeks to be a leader in technology
- 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, 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

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- Operate standard office equipment (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 Superintendent according to Mid-Oho 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 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.