

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Date:</b>	<b>5/21/2025</b>
<b>Title:</b>	<b>Adult Education Distance Education Specialist / Paraprofessional – Aspire Program (Mansfield)</b>
<b>Reports To:</b>	<b>Adult Education Director – Aspire Program (Mansfield)</b>
<b>Employment Status:</b>	<b>As Determined by the Adult Education Director – Aspire Program (Mansfield)</b>
<b>Days:</b>	<b>As Determined by the Adult Education Director – Aspire Program (Mansfield)</b>
<b>MOESC Pay Schedule:</b>	<b>Distance Education Specialist / Paraprofessional – Aspire Program</b>

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### **QUALIFICATIONS**

- High school diploma or GED required.
- Proficiency with technology, including Google Workspace, Microsoft Office, and other distance education platforms.
- Excellent communication and organizational skills.
- Ability to work effectively with diverse groups of students, staff, and community members.
- Successfully pass a B.C.I. and F.B.I. background check

### **GENERAL DESCRIPTION**

The Adult Education Distance Education Specialist – Aspire Program (Mansfield) will provide Distance Education, technology, and clerical assistance to the students and staff ensuring smooth operations for online learning and technology integration in the Adult Education program. This role will need the ability to manage both clerical tasks and distance education support working closely with students and staff to ensure a seamless learning experience and assist in managing technology platforms and systems.

### **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

#### **Distance Education Support**

- Create student emails and online platform accounts.
- Assist students with preparing their devices for online classes and troubleshoot basic technology issues.

*Board approval on 5/21/2025*

- Provide support to students over the phone and online with technology-related questions.
- Work as a liaison between teachers and online students to ensure smooth communication.
- Find and implement new distance education platforms and technologies.
- Proctor online and in-person assessments.

### **Clerical Support**

- Assist with online orientations and help students navigate the virtual classroom environment.
- Enter attendance for the entire program.
- Assist in managing and organizing spreadsheets.
- Handle confidential and sensitive information with discretion.
- Assist new employees with training and professional development.
- Manage bulletin boards and teleprompters.
- Greet, assist, and direct new students to the appropriate resources.
- Participate in meetings and professional development training.
- Sign students up for classes and ensure all relevant documents are completed.
- Responsible for creating student emails and online platform accounts

### **Collaboration and Community Engagement**

- Assist in maintaining partnerships and community relationships related to Distance Education.
- Collaborate with other team members to maintain an efficient, student-focused program.
- Provide ongoing support and ensure students are utilizing online learning tools to their fullest potential.

### **Other Key Responsibilities**

- 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
- Strong 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, strong attention for detail, and manages time effectively
- Strong interpersonal skills and ability to relate well with team members
- 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 in Google Workplace and distance education tools like DRC Tabe, and ACT WorkKeys
- Strong technology and troubleshoot skills
- Ability to assist students with technology over the phone and computer
- Ability to organize and work with diverse people.
- Handle confidential and sensitive information with discretion.
- Answer direct phone calls and respond to emails and inquiries on time.
- Ability to work independently and as part of a team
- 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.

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Employee Signature

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Date Received

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