

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	5/21/2025
Title:	Adult Education Director – Aspire Program (Mansfield)
Reports To:	Director of Grants & Special Projects
Employment Status:	As Determined by the Director of Grants & Special Projects
Days:	As Determined by the S Director of Grants & Special Projects
MOESC Pay Schedule:	Aspire Director – Aspire Program

QUALIFICATIONS

- Applicants must hold a Master's Degree from an accredited college or university.
- Applicants must hold a valid license from the Ohio Department of Education.
- Proficient with technology and computers
- Excellent communication skills
- Ability to work as part of a team
- Ability to organize and prioritize
- Ability to work some evenings and weekends
- Experience in Adult & Community Education Programs.
- Demonstrate organizational, business management, and administrative abilities.
- Demonstrate skills in written and verbal communications.
- Demonstrate ability to organize and direct diverse people and course offerings
- Successfully pass a B.C.I. and F.B.I. background check

GENERAL DESCRIPTION

The Adult Education Director – Aspire Program (Mansfield) is responsible for the strategic leadership, management, and coordination of all adult education programming provided by Mid-Ohio Educational Service Center (MOESC). This includes oversight of Aspire-funded initiatives, ABE/HSE instruction, workforce development partnerships, and transition services. The Director ensures that all operations meet the standards of the Ohio Department of Higher Education (ODHE) Aspire Adult Workforce Readiness Education initiative and reflect MOESC's mission to empower adult learners through education and training. A visionary, organized, and mission-driven leader with a strong background in adult education and workforce readiness. You are an effective communicator, collaborator, and problem-solver who can lead diverse teams, manage budgets, ensure compliance, and foster innovation. The ideal candidate is committed to lifelong learning, educational equity, and supporting adults on their journey toward high school equivalency, career advancement, and postsecondary success.

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

Program Leadership & Compliance

- Direct all adult education programs under Aspire, including ABE, HSE preparation, digital literacy, and workforce readiness.
- Ensure alignment with ODHE Aspire performance targets and full compliance with state, local, and MOESC policies.
- Lead strategic planning and continuous improvement through a formal Program Improvement Consultation Plan.
- Conduct community needs assessments to inform responsive and inclusive programming.

Staff Supervision & Development

- Recruit, hire, assign, and evaluate all adult education personnel.
- Establish clear job roles, provide staff orientation, and conduct performance reviews.
- Promote a culture of collaboration, equity, and continuous learning.
- Lead ongoing professional development and represent the program at state-level conferences (e.g., OAACE).

Curriculum & Instructional Oversight

- Guide curriculum selection and instructional practices to meet state standards and adult learner needs.
- Support instructors in delivering high-quality, standards-based, technology-integrated instruction.
- Ensure program offerings are aligned with college, career, and workforce readiness goals.

Operations & Finance

- Manage program budgets, approve expenditures, and maintain financial compliance.
- Monitor and report on purchasing, payroll, inventory, and fiscal processes.
- Pursue additional funding opportunities and support grant applications to expand services.

Community & Stakeholder Engagement

- Serve as a liaison between MOESC, local employers, workforce boards, higher education institutions, and other partners.

- Lead marketing, outreach, and community engagement efforts to increase program visibility and impact.
- Promote partnerships that support student transitions to employment, training, and postsecondary education
- 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), 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
- 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 Grants & Special Projects 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.

Board approval on 5/21/2025