

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 5/21/2025
Title: Director of Literacy
Reports To: Superintendent and Project Administration
Employment Status: Full-time
Days: 215 Days
MOESC Salary Schedule: Director B
FLSA: Exempt

QUALIFICATIONS

- Master's degree in education, administration, special education, curriculum, or early childhood education.
- Valid Ohio Administrative License appropriate to the assignment.
- Minimum of 8 years of educational experience, including at least 4 years in an administrative role.
- Deep knowledge of federal regulations and compliance related to the SST Grant Agreement.
- Successful experience in coaching, consultation, and district improvement planning.
- Mastery of the Science of Reading and structured literacy practices.
- Expertise in initiatives such as OIP (Ohio Improvement Process), MTSS, and data-driven instruction.
- Strong project management, organizational, communication, and collaboration skills.
- Experience in designing and delivering professional learning.
- Valid driver's license and ability to travel.
- Must successfully pass BCI/FBI background checks.

GENERAL DESCRIPTION

The Director of Literacy is responsible for coordinating regional literacy coaches. Provides leadership, support, and technical assistance to literacy coaches and school districts. This role is responsible for building the capacity of educators in implementing evidence-based language and literacy instruction aligned with Ohio's Learning Standards. The Director oversees literacy improvement initiatives through coaching, professional development, data analysis, and collaboration with stakeholders to improve student literacy outcomes. Keeps the Superintendent and Executive Director of Leadership and Achievement informed about emerging issues.

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

The Director of Literacy provides leadership, planning, support, and direct oversight for Literacy Coaches. The following is a sample of responsibilities in each area.

Leadership and Oversight

- Provide oversight and ensure fidelity of all aspects of the SST (State Support Team) Scope of Work in accordance with ODE (Ohio Department of Education) processes, tools, and expectations.
- Supervise and evaluate SST consultants, including formal observations and deliverables-based assessments.
- Monitor and review programming, projects, and data submissions to ensure quality, timeliness, and compliance with guidelines.
- Attend and ensure staff attendance at ODE-required meetings and trainings.

Program Management and Budgeting

- Oversee all SST expenditures and funding allocations, including approval of requisitions and adherence to budgetary limits.
- Develop and manage budgets for programs and initiatives.
- Make hiring recommendations to support the deliverables of the SST project.
- Establish staff schedules and assign projects and responsibilities as needed.

Coaching and Technical Assistance

- Provide ongoing support, technical assistance, and professional learning for literacy coaches and educators.
- Facilitate professional development in evidence-based literacy instruction, the Science of Reading, and structured literacy.
- Offer feedback on coaching practices and instructional strategies.

Data and Literacy Improvement Planning

- Monitor and analyze district, school, and classroom-level data to guide coaching and professional development.
- Facilitate literacy-specific needs assessments and assist in developing and implementing building-level literacy improvement plans.
- Support the implementation of MTSS (Multi-Tiered System of Supports) in reading with a focus on leadership, collaboration, and relationship-building.

- Provide a monthly report to the Superintendent and Project Administration for ReadOhio reporting.

Instructional Materials and Collaboration

- Guide the selection and implementation of high-quality instructional materials and programs.
- Foster collaboration between literacy leadership teams, coaches, and educators.
- Collaborate with State Support Teams and regional partners to coordinate services and leverage resources.
- Publicize professional learning opportunities through multiple communication platforms (e.g., newsletters, social media, websites).
- Perform 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 and accepts responsibility 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
- Takes initiative
- Self-directed mindset
- Skilled problem solver
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- 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

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 Executive Director of Achievement & Leadership 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.