

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 2/18/2026
Title: School-Community Partnership Coordinator
Reports to: Superintendent or designee
Employment Status: Full Time
MOESC Pay Schedule: Educational Consultant
Days: up to 224 days
FLSA: Administrative, Exempt

QUALIFICATIONS

- Bachelor's degree education, workforce development, business, public administration or related field (Master's preferred)
- Valid Ohio teaching, administrative, or pupil services certificate/license
- Demonstrated experience coordinating complex programs and partnerships across multiple organizations and stakeholders.
- Strong facilitation skills with the ability to lead meetings, build alignment, and manage action-oriented committees.
- Excellent written and verbal communication, with skill in professional correspondence and public-facing materials.
- Strong organizational skills; ability to manage multiple initiatives, deadlines, and deliverables across a regional footprint.
- Successful administration and/or teaching experience (career tech preferred)
- Successfully pass B.C.I. and F.B.I. background check

Preferred Qualifications

- Experience with K–12 career-connected learning, work-based learning, or CTE-related initiatives.
- Familiarity with Ohio's BAC Quality Practices and evidence/data expectations (credentials, Readiness Seal, work-based learning outcomes).
- Experience working with community colleges, workforce boards, or economic development organizations.
- Experience collecting, managing, and analyzing program data.
- Proficiency with Microsoft Office, Google Workspace, and Excel.
- Demonstrated ability to work with historically underserved communities.

GENERAL DESCRIPTION

The School-Community Partnership Coordinator is responsible for cultivating, aligning, and managing strategic partnerships between school districts within the Mid-Ohio ESC service region, community-based organizations, local businesses, and health and social service providers. The Coordinator is the lead for the day-to-day operation, continuous improvement, and strategic growth of the Mid-Ohio ESC Business Advisory Council (BAC). The BAC is a high-performing regional council that fosters collaboration between education, business, and community partners to strengthen workforce readiness for all students. The BAC consistently earns a 3-Star Rating of Excellence from the Ohio Department of Education and Workforce, a rigorous rating. The Coordinator ensures the BAC's work aligns with Ohio's three Quality Practices for high performing BACs: developing professional skills, building partnerships, and coordinating experiential learning. This role is responsible for running the BAC as a public body (including compliance and documentation), facilitating county Action Teams, managing high-impact programs such as TurboCert, and maintaining strong relationships with partner districts, employers, higher education, workforce organizations, and economic development entities.

ESSENTIAL FUNCTIONS

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.

Strategic Partnership Development

- Serves as a visible ambassador for the BAC and its programs.
- Recruit, retain, and engage representative membership across business/industry, labor, workforce development, K-12, and higher education so the council reflects the job market of the service area.
- Serve as liaison between the ESC, school districts, and regional partners including nonprofits, health agencies, businesses, and social service organizations.
- Build and sustain partnerships that result in student work-based learning, credentials, and career readiness outcomes (work-based learning placements, industry-recognized credentials, OhioMeansJobs Readiness Seal, etc.).
- Broker partnerships that enhance student learning, wellness, and career readiness.
- Maintain strong relationships across the ESC service region.

BAC Operations, Governance, and Compliance

- Serve as the primary staff lead for BAC operations and implementation of the annual scope of work across Richland, Morrow, and Crawford counties.

- Ensure the BAC meets statutory and operational expectations, including meeting at least once per quarter.
- Support compliance with Ohio Department of Education and Workforce meeting requirements, recognizing that business advisory councils are public bodies.
- Coordinate annual planning and submissions required for state recognition (including plan and addendum submitted to qualify for awards/star ratings).
- Coordinate development and publication of the required joint statement by deadline each year, documenting progress, actions taken/pending, and how responsibilities were fulfilled.
- Manage agendas, minutes, documentation, evidence collection, and records needed to sustain/improve the council's star rating and quality practice implementation.
- Preparing stakeholder updates, communications, and partner-facing materials that strengthen engagement and recruitment.

Facilitation of BAC Meetings and County Action Teams

- Plan and facilitate BAC quarterly meetings and ensure needed expert advising occurs during all four meetings (business, workforce, economic development, higher ed, sector partnerships, OhioMeansJobs centers, etc.).
- Facilitate a strong collaboration culture in BAC meetings where members respect one another's perspectives and actively look for ways to collaborate to advance shared goals.
- Coordinate and support monthly county Action Teams (Richland, Morrow, Crawford), including recruiting "Career Champions," setting agendas, and maintaining forward momentum.
- Ensure Action Teams use data (e.g., YouScience, labor market/workforce development data) and quality practice guidance to plan a continuum of career readiness experiences.

Program Leadership: TurboCert Credential Programs

- Lead coordination and growth of TurboCert programs in partnership with Marion Technical College and North Central State College.
- Manage the TurboCert model that enables students to earn in-demand, industry-recognized credentials in 16 weekly one-day workshops.
- Coordinate the full program lifecycle: district recruitment, student recruitment/enrollment, schedules (including Friday delivery), transportation/attendance supports, partner communications, equipment/facility readiness, instructor coordination, and student credential attainment documentation.
- Support program enhancements and expansion planning (additional pathways and pilot county expansion as outlined in the annual plan).
- Coordinate business partner engagement for TurboCert (e.g., lunch & learns, reverse career fairs, site visits, hands-on activities, mentoring).

Additional Initiative Leadership Aligned to the Annual BAC Plan Implement and coordinate BAC initiatives aligned to Ohio’s Quality Practices, including:

- Educator Summer Boot Camps (three counties): plan with workforce partners, coordinate business tours/presentations, and collaborate on credit/funding partnerships.
- State Recognized Pre-Apprenticeship (Workforce Academy): partner with counselors/administrators to identify and enroll students; train facilitators; monitor progress and communicate results; expand access through TurboCert linkages.
- SLP and School Psychologist Internship pathway: coordinate recruitment, mentor matching, work-based learning hours, university partner sessions, and culminating student presentations.

Data, Reporting, and Continuous Improvement

- Build and manage a BAC data collection plan for tracking activities and outcomes across all counties (students served, work-based learning participation, credentials, Readiness Seal indicators, etc.).
- Collect and curate evidence needed for annual reporting and recognition, including EMIS-related trends used in award criteria (industry credentials and OhioMeansJobs Readiness Seal).
- Drive continuous improvement toward 4-star “exemplar” implementation by ensuring quality practices are implemented consistently and supported by local data.

Communications and Public Engagement

- Coordinate recognition activities and storytelling aligned to BAC impact.

This position performs all other job-related duties as directed by the Superintendent, or 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
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility and exhibits a positive outlook
- Takes initiative and exhibits a service mentality, responding to internal and external client requests
- 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 non-prescribed 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Frequent travel across Richland, Morrow, and Crawford counties
- Evening meetings and occasional weekend events expected (business/community partner availability).
- Work occurs in schools, partner sites, and community settings.
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- 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

EVALUATION

Performance of this job will be evaluated by the Superintendent 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.