

MID-OHIO EDUCATIONAL SERVICE CENTER JOB DESCRIPTION

Date: 08/19/2026
Title: Regional Instructional Implementation Coordinator
Reports To: Executive Director of Leadership and Learning
Employment Status: As Determined by the Executive Director of Achievement and Leadership
MOESC Salary Schedule: Principal
Days: As Determined by the Executive Director of Achievement and Learning
FLSA: Exempt

REQUIRED QUALIFICATIONS

- A master's degree in curriculum and instruction, or educational leadership, or master's degree in a related area with either reading, literacy, and/or mathematics endorsements on a current state of Ohio license.
- Three to five years of successful experience serving as an instructional coach, building principal, curriculum director, or in a district level leadership role that includes reading/literacy and/or mathematics instruction in grades K-12. Proof of completion of Ohio's Introduction to the Science of Reading professional development course.
- Expertise in improving student learning through the implementation of high-quality, evidence based instructional strategies in reading/literacy and/or mathematics
- Experience facilitating professional development and technical assistance specific to high-quality instructional materials and evidence-based instructional practices in reading, literacy, and/or mathematics.
- Evidence of demonstrated success experience in coaching and consulting.
- Evidence of successful management skills, including building relationships, problem solving, delivering and receiving feedback, leading projects and/or teams, interpersonal skills and motivating others to perform at high standards.
- Knowledge of how to collect, analyze and apply adult implementation data to guide decision making and support continuous improvement.
- Experience working collaboratively with building and district administrators to support instructional priorities, implementation planning, and improvement efforts in reading/literacy and/or mathematics.

PREFERRED QUALIFICATIONS

- Experience facilitating and interpreting adult implementation data.
- Experience providing and coaching on high-quality instructional materials implementation and evidence-based instructional practices.
- Experience leading and coordinating staff in a schoolwide initiative.

- Experience facilitating and interpreting ED STEPS (One Needs Assessment and One Plans) for
- school and district improvement.
- Experience supervising staff.

MAJOR DUTIES AND RESPONSIBILITIES

PROVIDE OVERSIGHT AND SUPPORT TO INSTRUCTIONAL IMPLEMENTATION TEAMS (ACTIVITIES WITHIN DESIGNATED REGION 80% OF TIME).

- Strengthen instructional leadership to support learning outcomes for literacy and mathematics.
- Monitor district and school-level data to provide targeted support to districts, leadership teams, coaches, and teachers.
- Request, enter, and monitor district and school-level data collection
- Monitor data collection for literacy and/or mathematics instructional learning walks that include data collection on the following:
 - Adopted HQIM
 - Professional learning provided
 - Data used to drive instruction
 - Materials being used for instruction and intervention
- Monitor and provide support for required written plans and protocols based on instructional learning walk data
- Monitor and support HQIM material review and selection
- Monitor and support HQIM material use and monitoring for implementation progress
- Monitor and support for tiered instruction for all students
- Ensure initial data collection and scheduling is completed by the Instructional Implementation Teams
- Provide feedback and support to instructional implementation teams regarding high-quality instructional materials and evidence-based practices.
- Meet regularly with instructional implementation teams to provide technical assistance, support, and evaluation.
- Monitor the progress of implementation teams, provide feedback, and deliver technical assistance as required.
- Provide support, and problem-solve issues as they arise to effectively support instructional implementation teams.
- Monitor use of common learning walk tool, maintain internal records, and engage in ongoing communication with DEW, SSTs, ESCs, ReadOhio Literacy Coaching Coordinators, and other applicable implementation team members.
- Provide training, professional learning, and support for instructional implementation teams

**PROVIDE REGIONAL OR STATE-LEVEL SUPPORT
(IMPLEMENT OHIO'S INSTRUCTIONAL IMPLEMENTATION TEAMS MODEL AND
SUSTAINABLE HIGH-QUALITY INSTRUCTIONAL MATERIALS PRACTICES 20% OF
TIME).**

- Collaborate with other Regional Instructional Implementation Coordinators to provide consistent communication, support statewide coherence and alignment with the implementation of HQIM, specifically high-quality literacy and mathematics instruction.
- Participate in ongoing training, support, and networking to provide consistent communication and implementation of statewide instructional implementation teams. Participate in regional networking opportunities and support district and school involvement, under the direction of DEW.
- Participate in the development of resources, tools, and guidance at the direction of DEW to ensure alignment of the implementation of high-quality instructional materials in federally identified districts and schools.
- Support the development of synchronous and/or asynchronous professional learning aligned to the instructional implementation team model.
- Maintain feedback loop with and at the direction of DEW and participate in external monitoring efforts related to all implementation activities.

ESSENTIAL KNOWLEDGE/SKILLS and ABILITIES

KNOWLEDGE

- Evidence-based instructional practices.
- Knowledge of high-quality instructional materials.
- Explicit and systematic instruction.
- Instructional coaching practices and strategies for supporting adult learners.
- Data-driven decision making to support all learners through a multi-tiered system of support.
- Implementation science

SKILLS

- Deliver explicit and systematic instruction.
- Ability to build productive relationships with regional partners, district leaders, building administrators, instructional coaches and teachers.
- Ability to use implementation tools, observation protocols and data systems to support school improvement.
- Ability to rapidly acquire and apply new skills and information.
- Ability to provide and receive effective feedback.
- Ability to effectively prioritize, schedule, manage, and organize multiple daily tasks, both in person and virtually, to achieve goals.
- Ability to identify problems and develop appropriate solutions.
- Ability to manage individuals and deliverables related to a project.
- Ability to use technology to meet, communicate, and engage with stakeholders and staff.

- Use effective written and oral communication skills, including the ability to engage in difficult and candid conversations with a variety of stakeholders.
- Ability to gather and submit data from multiple sources on a regular basis with a high degree of accuracy.

DISPOSITIONS

- Sense of urgency for literacy and mathematics achievement.
- Motivate others to perform at high standards.
- High degree of professionalism to ensure and protect the confidentiality of educators and students.
- Strong work ethic, self-directed and reliable, and the ability to work both independently and collaboratively.
- High quality interpersonal skills and the ability to relate to and interact with peers and colleagues.
- Persistent despite obstacles.
- Ability to orchestrate change.
- Valuing lifelong learning.
- Desire to grow professionally

ADDITIONAL

- Attend Mid-Ohio ESC required staff and team meetings in support of the Mid-Ohio ESC mission
- Perform additional duties as assigned

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 requests for service
- Participate in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software

- Seeks to be a leader in technology integration
- 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 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 including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

EVALUATION

Performance of this job will be evaluated by the Executive Director of Achievement and 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 all responsibilities, duties, and skills required for the 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.