

MID-OHIO EDUCATIONAL SERVICE CENTER JOB DESCRIPTION

Date:	October 21, 2026
Title:	Assistant Student Services Coordinator
Reports To:	Director of Student Services
Employment Status:	Full time
Days:	214 days
MOESC Salary Schedule:	School Psych
FLSA:	Exempt

QUALIFICATIONS

- Master's degree in educational administration, special education, school psychology, or a related education field.
- Hold the appropriate valid Ohio administrative specialist license for the assigned responsibilities, including an Alternative Administrative Specialist License when authorized by the State Board of Education. Candidates entering the alternative route must satisfy state eligibility requirements and obtain the required credential before performing duties requiring that license.
- Five or more years of documented successful experience in teaching, administration, education, or management for candidates entering the alternative licensure route.
- Demonstrated knowledge of special education and experience leading programs, coordinating services, or supervising personnel.
- Knowledge of federal and Ohio special education requirements and ability to manage program records, communicate with stakeholders, and support staff development.
- Valid driver's license and ability to travel to assigned service locations; satisfactory required BCI/FBI background checks.

GENERAL DESCRIPTION

Serve as an administrative specialist in a central-office or supervisory capacity.

Provide administrative leadership for assigned special education programs and pupil services within Mid-Ohio ESC and participating districts. Under the direction of the Director of Student Services, administer program operations, supervise assigned personnel, monitor compliance, and coordinate services across the participating multi-county area.

Support appropriate educational services and placements through district and individualized education program team processes, and lead program improvements that address the needs of students with disabilities.

ADMINISTRATIVE AUTHORITY AND SUPERVISION

Serve as a member of the Student Services administrative team. The Director of Student Services identifies the programs, personnel, and participating district responsibilities assigned to this position. The coordinator directs work, establishes program priorities, and monitors performance within that delegated authority. Personnel actions, expenditures, and commitments remain subject to applicable board policies and approval procedures.

PERSONAL QUALITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite (Word, PowerPoint, and Excel), Google Workspace or related software and/or equipment.
- Maintains an acceptable attendance record and is punctual.
- Ability to maintain confidentiality.
- Organizes tasks and manages time effectively.
- Meets deadlines.
- Strong ability to work independently and collaboratively as part of a team.
- Ability to analyze situations and find solutions.
- Ability to follow directions and learn new information quickly.
- Uses diplomacy and exercises self-control when dealing with others.
- 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.
- Participates in professional development that relates to the position.
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC.

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 administration.** Administer assigned special education programs and related pupil services. Develop procedures, coordinate daily operations, allocate assigned resources, and monitor implementation across ESC and participating district settings.
- **Staff supervision.** Supervise assigned personnel, establish work expectations, coordinate assignments and schedules, monitor service delivery, and provide performance feedback.

Conduct formal evaluations when authorized and appropriately qualified; recommend staffing and personnel actions to the Director of Student Services.

- **Compliance oversight.** Monitor assigned programs for compliance with federal and Ohio requirements, including evaluation and IEP timelines, procedural safeguards, service implementation, and required documentation.
- **District leadership and coordination.** Work with district leaders to address program needs, resolve operational concerns, and coordinate special education services consistent with district responsibilities and service agreements.
- **Program planning and improvement.** Review student outcomes, service data, staffing needs, and program effectiveness. Develop improvement priorities and recommend program changes to the Director of Student Services.
- **Resources and fiscal coordination.** Assist with assigned budget planning, monitor authorized program expenditures, and recommend resources within delegated authority.
- **Professional development.** Identify staff learning needs, organize professional development, and guide implementation of special education procedures and effective instructional and service practices.
- **Student services oversight.** Assist teams and administrators with complex service issues while respecting required team decisions and parent participation.
- **Administrative reporting.** Maintain program records and prepare reports for ESC and district leadership. Communicate compliance concerns, service needs, performance trends, and recommended actions.
- **Additional responsibilities.** Perform other related administrative duties assigned by the Director of Student Services within the scope of the position and the employee's credentials.

LICENSURE AND PROFESSIONAL GROWTH

Maintain the administrative credential required for this assignment. When employed under an Alternative Administrative Specialist License, participate in the employer-provided structured mentoring program, complete the required self-assessment and mentor-approved personal learning plan, and fulfill applicable coursework, professional development, examination, and advancement requirements. Maintain documentation of mentoring, learning activities, and administrative service.

Any separately assigned duties requiring school psychology or another professional credential must be performed under the appropriate valid credential. Administrative responsibilities for this position must be reflected in the actual assignment and supervisory records.

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 effective
- 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
- Good communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality

WORKING CONDITIONS

The following conditions represent those encountered while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Adjust work hours as necessary to complete assigned responsibilities and attend meetings.
- Travel to ESC and district service locations, including occasional driving in inclement weather.
- Occasional exposure to blood, bodily fluids, or tissue in school settings.
- Occasional interaction with students or adults in crisis. Physical intervention, when assigned, must follow applicable policies and required training.
- Duties may involve standing, walking, extended sitting, computer use, communication, review of written and visual information, and occasional reaching with hands and arms.

EVALUATION

Performance of this job will be evaluated by the Director of Student Services or designee according to Mid-Ohio ESC board policy with input from school district personnel 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.