

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION
EXECUTIVE DIRECTOR – STUDENT SERVICES

Description:

Provides overall leadership and supervision of the Center for Student Services in coordination with other administrators, teachers, related services staff and support staff. In addition, serves as a leading advocate on behalf of client school districts in the provision of programming and services that benefit students and the staff who work with them. Current programming includes (but is not limited to): Attendance Services, Gifted Education, English Learners, Americorp Volunteer, Specialized On-Site Support (SEL), Federal Program supports, Alternative Education Programs, Mental Health, Related Services (SLP, OT, PT, Audiology, Sign Language Interpreter, OM/VI) and various Special Education programs (PK-Transition).

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment
- Master's degree or higher in Special Education, Leadership or closely related field
- Previous administrative and/or teaching experience working with students with special needs and related services staff
- Knowledge of federal and state Special Education laws and compliance procedures
- Knowledge and experience with auxiliary services, assistive technology, behavioral supports, educational options, restorative practices, social emotional learning, and curriculum materials that address the educational needs of program participants
- Successful experience in managing budgets and working to sustain and secure new federal, state, and local revenue sources including grant funds
- Demonstrated experience in developing partnerships with related agencies, non-profits, businesses, medical facilities, higher education and community schools
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Provides overall leadership and supervision of the Center for Student Services

- Oversees the delivery of a continuum of student centered services
- Complies with state model policies and procedures for the education of students identified as having a disability, identified as gifted, or who require other special interventions
- Monitors federal and state laws that impact students
- Develops and/or updates administrative guidelines and procedures to comply with legal mandates and collaborates on Governing Board policy revisions
- Collaborates with member school districts and advisory committees to identify, develop and implement necessary programs and innovative services
- Encourages staff to develop and implement innovative programs that enhance the educational experience for students including the use of assistive technology, remote learning, and other therapies
- Assists staff in developing action plans to resolve issues that impede student learning
- Ensures that services are provided in the least restrictive educational environment
- Serves as a liaison and information resource for all student focused programs and services
- Helps develop and implement the service center's continuous improvement plan
- Monitors state and federal funds through the CCIP process including Refugee, Title III, School Psychologist, Early Childhood, and others as appropriate
- Develops budgets for the Center of Student Services programs and grants
- Develops partnerships with state and county agencies as well as with non-profits, businesses, medical facilities, higher education and community schools
- Provides leadership in the planning and delivery of staff development programs that improve outcomes for students
- Provides direct supervision of the Director of Student Services, Associate Director Student Services, program managers, Gifted Education staff, Americorp Reading and Math program, SOS (specialized on-site) Team, alternative education programs, EPSEA, Mosaic, Columbus Springs, and mental health programs.
- Participates in national, state and regional activities that advance service center goals
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Reports To:

Deputy Superintendent

Salary:

Commensurate with experience and in accordance with specified salary schedule

Application Procedure:

Please complete the employment application through www.escco.org/careers.



For questions, please contact:
Tom Goodney, Superintendent
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