

DIRECTOR OF STUDENT SERVICES

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Director of Student Services	Full-Time 5 days/week (M-F) 8:00 a.m. to 4:00 p.m.	Until Filled	8/1/2021	Kenton City Schools located in Hardin County	Must hold, or have the ability to obtain, a valid ODE Special Education and/or Administrative Licensure.

If you have questions regarding the position and/or building assignment, please contact Scott Howell, Superintendent at:

showell@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

MRESC Application

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Jana Barhorst
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

jbarhorst@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER

Title: Director of Student Services

Reports to: District Superintendent

Job Objectives:

- Administer and supervise special education services provided to local school districts by the educational service center.
- Administer and supervise ELL programming and services provided to the local school district.
- Administer and supervise state / district testing program.
- Oversee CCIP Grant Management operations.

Minimum Qualifications:

- Valid State of Ohio special education and administrative license.
- Meet all health requirements mandated by law
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

Responsibilities and Essential Functions:

The following skills and duties are representative of performance expectations.
A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Pursue opportunities that promote close working relationships between the educational service center and local school districts. Oversee the process to identify students who may benefit from special education services. Help staff with the development of an educational philosophy for the delivery of special education services.
- Review literature and participate in variety of professional forums to keep current with curricula trends, promising research, technology, instructional materials, program innovations, teaching strategies, regulations, and legal mandates. Regularly advise the superintendent about emerging issues.
- Assist staff with the periodic appraisal of performance objectives to monitor progress. Recommend instructional revisions, interventions, and other modifications to enhance student participation and learning.
- Communicate high expectations for students. Show an active interest in their progress.
- Supervise and maintain staffing on a daily basis for special education classrooms.
- Participate as an active member of the educational service center's management team. Analyze and recommend organizational improvements. Serve as a liaison to local, regional, and state committees as directed.
- Recommend policies and procedures related to the identification, assessment, and placement of students identified as or suspected of having a disability.
- Prepare state special education unit requests and model program applications. Research and prepare applications for alternative funding opportunities (e.g., state and Federal programs, foundation grants, etc.).
- Assist the superintendent and treasurer with fiscal accountability and reporting functions (e.g., foundation calculations/deductions, invoices for excess cost, expenditure reports, etc.).
- Administer invoice procedures to ensure accurate billing for special education services provided to non-resident students.
- Oversee contractual obligations and the delivery and supervision of ancillary support services (e.g., psychology, guidance, speech/language/hearing, occupational/physical therapy, home instruction, accessible transportation, work study, transition programs, etc.).
- Promote close working relationships between parents, teachers, and students. Interpret special education program objectives. Keep staff, parents and the community informed about special education programs.

- Develop and maintain a special education reference/resource library for staff.
- Consult with staff to identify classroom modifications, instructional strategies, and/or adaptive equipment that support the attainment of educational goals. Help staff resolve problems related to the inclusion of students with disabilities in their peer group.
- Consult with local school district administrators and staff concerning special education issues (e.g., crisis intervention, policy interpretation, program information, reporting requirements, section 504 and Americans with Disabilities Act statutes, etc.).
- Serve as a resource to local school district in the recruitment and interviewing of job applicants. Recommend staff assignments. Help carry out an orientation program for new employees with special education assignments.
- Help monitor the performance of substitute teachers assigned to special education classes.
- Be responsible for special education staff meetings to identify concerns, share successful practices, encourage teamwork, and provide timely information about special education plans and activities.
- Maintain and periodically evaluate a relevant staff development program (e.g., classroom visits, review of lesson plans, individual conferences, in-service training, staff/departmental meetings, etc.).
- Oversee the preparation, maintenance, and confidentiality of complete and accurate records and inventories, required by law, board policy, and/or administrative directive.
- Report evidence of suspected child abuse to an appropriate authority.
- Maintain visibility and participate in community activities. Arrange to be accessible to students, parents, staff, and the public. Respond to their interests and concerns. Respect the personal confidences and privacy needs of individuals.
- Seek and use resources that enhance educational activities (e.g., parent groups, volunteers, government programs, colleges/universities, community/service organizations, professional associations, businesses, etc.).
- Encourage parent organizations and support student activities as time permits.
- Recognize the value of leadership participation in national, state, and regional activities (e.g., professional associations, advisory committees, etc.).
- Participate in and/or support appropriate research projects. Encourage the development, publication, and distribution of original instructional materials.
- Participate in professional growth activities to maintain licensure requirements.

- Serve as a role model for staff and students. Exemplify responsible leadership. Demonstrate personal integrity, impartiality, respect, and courtesy.
- Perform other specific job-related duties as directed.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Demonstrating leadership skills and the ability to advance the change process.
- Displaying enthusiasm for education and articulating a vision for the special education program.
- Demonstrating subject matter competence and teaching proficiency.
- Delivering and maintaining a positive work environment.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the educational service center.
- Communicating an understanding of policies, programs, and goals to employees and the public.
- Collecting, analyzing and interpreting information. Formulating accurate conclusions. Carrying out appropriate actions effectively.
- Expressing ideas effectively using verbal and writing skills.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts.
- Developing, monitoring, and revising budgets. Analyzing cost information. Preparing and maintaining financial records.
- Ability to travel to meetings and work assignments.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Supervisory
Responsibility:**

Administer the supervision and evaluation of assigned staff as authorized by board policy, administrative regulations, and contractual agreements.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Duties may require operating and/or riding in a vehicle.
- Duties may require extended time using a computer terminal and keyboard.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.