

Educational Service Center of Medina County

Job Description

Title: Deputy Superintendent

Reports To: Governing Board

Supervises: N/A

FLSA Status: EXEMPT

Qualifications:

- Holds a master's degree (or higher) in educational administration.
- Possesses a valid Ohio superintendent's license.
- Possesses five years of experience as a school administrator.
- Acquires additional or alternative qualifications as defined by the Governing Board.
- Possesses a valid Ohio driver's license.
- Completes documented evidence of a clear criminal record.

Description:

To substantially and effectively assist the Superintendent in the task of providing leadership in developing, achieving, and maintain the best possible educational programs and services for the Educational Service Center's customers.

Key Functions: The Deputy Superintendent shall model all ethical and professional attributes and behaviors that are expected of all ESC staff members.

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.

8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Governing Board

Vision, Continuous Improvement, and Focus of ESC's Work:

1. Assists the Superintendent in the formation and implementation of the ESC's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested by the Superintendent.
3. Serves as a member of the Governing Board's Policy Review Committee.
4. Chairs appropriate county-wide committees.
5. Serves upon assignment by the Superintendent as a resource person to Medina County school districts and community organizations.
6. Works cooperatively with the Superintendent and the Treasurer in investigating alternative funding sources for the ESC.
7. Works cooperatively with the Superintendent and the Treasurer in developing and administering the annual budget.
8. Serves as the representative of the ESC in all college/university initiatives.
9. Serves as a member of the ESC Administrative Team.
10. Researches, writes, and administers grants that are related to the ESC or its customers.
11. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
12. Coordinates the recruitment, screening, hiring, training, and assignment of ESC personnel.
13. Works cooperatively with the Ohio Department of Education and the Region 8 School Improvement Team with regard to educational issues.
14. Responsible for the oversight and Performance Reviews of all ESC Administrators.
15. Responsible for all facets of the operation and administration of the Personnel Department; including legislation and regulations, technological improvements and programs, and expansion of services.
16. Participates in the work of state and regional curriculum and policy initiatives.
17. Serves as the administrative representative to the ESC's Local Professional Development Committee (LPDC).
18. Serves as the administrator responsible for oversight of the Alternative School and Virtual Learning Academy Program.
19. Administrator for all public relations programs of the ESC.

Additional Working Conditions:

1. Frequent travel.
2. Frequent evening and/or weekend work.
3. Requirement to lift, carry, push, and pull various items.
4. Repetitive hand motion, e.g., computer keyboard, calculator.
5. Occasional exposure to blood, bodily fluids, and tissue.
6. Occasional interaction among unruly children or adults.
7. Occasional operation of a vehicle under inclement weather/driving conditions.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2018