

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Director of Curriculum and Gifted Services

**Reports To:** Superintendent

**Supervises:** N/A

**FLSA Status:** EXEMPT

### **Qualifications:**

- Possesses successful experience in teaching and school administration.
- Holds a master's degree or higher.
- Holds a valid supervisor or appropriate administrative certificate.
- Acquires alternatives to the above qualifications as the Governing Board may find acceptable.
- Possesses a valid Ohio driver's license.
- Completes documented evidence of a clear criminal record.

### **Description:**

Provides leadership in the development, implementation, and coordination of the Educational Service Center's Pre-K through Grade 12 curriculum program and gifted services. Assists the Superintendent with the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services for the Service Center's customers.

### **Key Functions:**

### **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 Superintendent.

**Vision, Continuous Improvement, and Focus of Work:**

1. Assists the Superintendent in the formation and implementation of the Service Center'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 countywide committees.
5. Serves upon assignment by the Superintendent as a resource person to Medina County school districts.
6. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
7. Works cooperatively with the Superintendent and the Treasurer in developing and administering the annual budget.
8. Serves as the representative of the Service Center in all college/university initiatives.
9. Serves as a member of the Service Center's Administrative Team.
10. Researches, writes, and administers grants that are related to the Service Center or its customers.
11. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
12. Assists in the recruiting, interviewing and orientation of new ESC employees.
13. Serves as a member of the ESC's administrative team.
14. Works cooperatively with the Ohio Department of Education and the Region 8 School Improvement Team with regard to educational issues.
15. Works cooperatively with institutions of higher education.

**Gifted and Talented:**

1. Coordinates the development and implementation of policies, procedures, and plans for identified gifted and talented students through district gifted coordinators.
2. Serves as a communication link between countywide gifted coordinators as it relates to identification and delivery of services for gifted and talented students.
3. Assists county-wide gifted coordinator in the planning of assessment, testing, identification, service options, placement, and guidance of gifted children.
4. Provides leadership and educational direction by meeting regularly with gifted staff to establish and implement district-wide goals.
5. Coordinates county enrichment programs and directs service activities for gifted children.

6. Provides staff development to parents, mentors, aides, administrators, classroom teachers, consulting teachers, guidance counselors, and other coordinators regarding identification policies and procedures and the characteristics and educational and social-emotional needs of gifted children.
7. Disseminates information relating to current research, workshops, study groups, conferences, and courses in gifted education for consulting teachers, classroom teachers, guidance counselors, coordinators, and administrators.

### **Curriculum and Instruction:**

1. Oversees and directs the development, implementation, and evaluation of curricular, instructional, and gifted services.
2. Develops and administers a five-year cycle of course of study revisions and textbook studies for Medina County.
3. Interprets the courses of study and common core state standards to the Governing Board, the administration, the staff, the districts, and the general public.
4. Plans and implements countywide in-service programs, consultant services, workshops, and meetings with professional staff members.
5. Keeps abreast of developments in curriculum and instruction and provides leadership and direction to the staff responsible for district implementation.
6. Keeps abreast of state regulations and provides leadership to the districts for the implementation of the regulations.
7. Participates in the work of state and regional curriculum and policy initiatives.

### **Professional Development:**

1. Coordinates and oversees all in-service, workshops, and state and national conference presentations.
2. Networks and cultivates future network and presentation opportunities - including the state department of education and regional partners.
3. Evaluates each sponsored event from all stakeholders' perspectives for quality and improvement.
4. Recruits and supervises professional development instructors, both face-to-face and online.
5. Presents professional development workshops and in-services as necessary.
6. Continues to expand and explore online opportunities both locally and nationally.
7. Administers the logistics of presenters in need of facilities and services, such as hotels, restaurants, transportation, and mileage.
8. Administers the Paraprofessional Training Program, as needed.
9. Promotes, cultivates, and seeks appropriate online vendor opportunities and relationships.

**Management as the Primary Duty of the Position:**

1. Directs and assigns employees.
2. Provides genuine input into the interviews, selection, and training of employees.
3. Provides genuine input into the hours of work for employees.
4. Provides genuine input into the discipline of employees.
5. Apportions work among employees.
6. Determines the type of equipment to be used in performing work or materials needed for employees.
7. Monitors work for legal or regulatory compliance.

**Other Duties and Responsibilities:**

Any and all additional duties and responsibilities as assigned by the Superintendent.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential interaction among unruly children

**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: July 23, 2012**

**Revised Governing Board Adopted: July 23, 2018**

**Revised by Governing Board: November 19, 2018**