

Educational Service Center of Medina County

Job Description

Title: Director of Personnel Services

Reports To: Superintendent

Supervises: Substitute Teachers and Personnel Department Staff

FLSA Status: NON-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.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

The Director of Personnel Services is responsible for the oversight and administration of the human resources programs of the ESC. These duties include: ESC employees, district searches, and all aspects of the substitute services program.

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. Chairs appropriate countywide committees.
4. Serves upon assignment by the Superintendent as a resource person to Medina County school districts.
5. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
6. Works cooperatively with the Superintendent and the Treasurer in developing and administering the annual budget.
7. Coordinates and administers the recruitment, training, and evaluation of all Service Center employees.
8. Serves as a member of the Service Center's Administrative Team.
9. Assists in the recruiting, interviewing and orientation of new ESC employees.
10. ESC liaison with statewide committees and networks.

Human Resources:

1. Develops clear goals for the Personnel staff that are appropriate to the school community.
2. Assists staff members and schools through regular visitations.
3. Ensures compliance with local, state, and federal legislation by attending appropriate meetings and disseminates this information to the appropriate parties.
4. Oversees the Guest Teacher Training Program.
5. Intervenes on all substitute teacher issues, including performance, licensure, assignments, and training.
6. Works to expand and improve the Substitute Teacher Services Program through research and presentations to new districts.
7. Stays abreast of new technologies that may enhance the program.
8. Communicates with the software provider to ensure that the Medina County school districts receive the most up-to-date, comprehensive service at the most reasonable rate.
9. Conducts program and staff evaluations in conjunction with other ESC personnel.
10. Communicates with member school districts on trends or concerns regarding employee absences.
11. Seeks out appropriate resources to meet the needs of both staff and administration.

12. Serves upon assignment by the Superintendent as a resource person to any and all Medina County school districts.in a positive manner with staff, students, and parents.

Other Duties and Responsibilities:

Other duties may be assigned

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 by Governing Board: November 19, 2018