

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Director of Special Needs Initiatives

**Reports To:** Superintendent

**Supervises:** Staff members designated by the Superintendent

**FLSA Status:** EXEMPT

### **Qualifications:**

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

### **Description:**

To provide leadership in the development, implementation, and coordination of the Educational Service Center's Pre-K through 12 special education programs and to substantially and effectively assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible special 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 a member of the Service Center's Administrative Team.
9. Researches, writes, and administers grants that are related to the Service Center or its customers.
10. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
11. Assists in the recruiting, interviewing and orientation of new ESC special education employees.
12. Serves as a member of the ESC's administrative team.
13. Works cooperatively with the Ohio Department of Education and the Region 8 School Improvement Team with regard to special educational issues.
14. Works cooperatively with institutions of higher education.

**Special Education:**

1. Administers all facets of the Pre-School Handicapped Program.
2. Keeps abreast of developments in special education instruction and provides leadership and direction to the staff responsible for implementation.
3. Keeps abreast of state regulations and provides leadership to the districts for the implementation of the regulations.
4. Works in conjunction with the Director of Curriculum and Director of Professional Development in directing the special education component of staff development programming and delivery.
5. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues (M-STATT, Special Education Forum, Region 8 School Support Team, Family First Council, etc.).

6. Works cooperatively with the Ohio Department of Education, the Region, and other ESCs in regard to special education issues.
7. Works cooperatively with the Superintendent and Treasurer in investigating and securing alternative funding sources for the Service Center.
8. Assumes responsibility for assuring that the ESCMC operates in full compliance with the Individuals with Disability Education Act (IDEA) and the Americans with Disabilities (ADA), including Section 504 of the Rehabilitation Act.
9. Develops the in-service and orientation programs for all special education personnel and for all regular education personnel as it pertains to special education.
10. Contributes to multifactor evaluations, as requested.
11. Oversees and coordinates state evaluations, ensures all special education programs meet or exceed state minimum standards, and recommends improvements and expansion of services to meet student needs.
12. Interviews and recommends candidates for possible employment in the area of special education related services.
13. Directs and provides supervision for the delivery of related services, i.e., speech, language pathology services, physical therapy and occupational therapy and adapted physical education.
14. Notifies the appropriate administrator regarding any and all issues of noncompliance.
15. Maintains accurate student accounting system, completes all required federal and state related reports, monitors the maintenance of special education data, including student files, school files, MFE reports, handicapped EMIS data, contract service costs, special education budgets, etc.
16. Writes and administers all special education grants, reports, and proposals.
17. Monitors all related budgets and recommends the purchase of equipment and supplies that are required by each program.
18. Serves as a member of the Administrative Team.
19. Keeps abreast of special education practices, methods, and legislation and imparts this information to other administrators and staff members. Participates in professional growth opportunities.

**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**