

Mahoning County Educational Service Center Employee Position Description & Responsibilities

Position Title: Chief Academic Officer

Category: Administration; Certified; Bargaining Unit Exempt; FLSA Exempt; STRS position

Contract: Initial one year contract; 261 contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.

Compensation: Insurance coverage and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience and responsibility.

Qualifications: The following qualifications are considered as guidelines:

1. Master Degree; Valid Ohio Superintendent certificate/license.
2. Five years experience as an Superintendent, Assistant Superintendent, central office district administrator, or alternative experience as deemed appropriate for the position.
3. Proven leadership qualities including motivational and supervisory capabilities.
4. Exceptional organizational and communications skills.
5. Ability to utilize and integrate technology.
6. Ability to promote positive internal and external customer relations.
7. Additions and alternatives to the above as approved by the Governing Board.

Reports to: MCESC Superintendent / CEO

Supervises: The programs and support services provided the Mahoning County Educational Service Center and the people that carry out those functions.

Job Goal: To assist the Superintendent / CEO with maintaining and enhancing the organization's services to school districts by planning, implementing, and enhancing customer service through the MCESC strategic plan, employee relations, policies, programs, and practices.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include but not limited to; Overseeing and evaluating in the following departments; Teaching and Learning, Student Services, Early Childhood, and Alternative Education and all other service areas as assigned by the MCESC Superintendent / CEO and/or governing board.

1. Maintain awareness and interpret the impact of legislation, legal decisions and regulations.
2. Provide leadership in developing and implementing procedures, programs, and policies involving MCESC and serviced districts to comply with state regulations and requirements.
3. Maintain active participation in professional organizations at local, regional, state and institutions of higher learning.
4. Assist in the identification, planning and implementation of MCESC short and long range growth.
5. Assist in collective bargaining and monitor the implementation of the CBA.
6. Assist in providing professional development for the MCESC staff members.
7. Advise school leaders on legal, policy and management issues.
8. Facilitate MCESC strategic planning efforts.
9. Respond to requests for assistance from educators, parents and other constituents.
10. Advise the Superintendent on matters impacting standards of excellence for MCESC staff members and programs.
11. Represent the Superintendent in his/her absence on committees and other activities
12. Facilitate the Business Advisory Council as a service to member districts.
13. Serve as the Superintendent of Mahoning Unlimited Classroom dropout prevention community school.
14. Perform any and all other related duties as may be assigned by the governing board and Superintendent / CEO.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance
2. Seeks opportunities to improve skills and grow professionally
3. Prepares an annual professional development plan that links professional growth with MCESC and other assigned goals
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities
5. Provides quality service to both internal and external colleagues and customers
6. Seeks opportunities to participate as a productive member of MCESC, school district, and other committees and teams
7. Generates internal and external support for MCESC services
8. Represents the MCESC and its service schools with professionalism at all times
9. Demonstrates at all times integrity and ethical behavior
10. Responds quickly to directions for improvement from supervisors
11. Maintains confidentiality in all job related discussions and communications

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid Ohio driver's license
2. Reads, analyzes and interprets data and reports
3. Writes reports, correspondence and other appropriate communiqués
4. Presents information and responds to questions effectively and efficiently
5. Prioritizes tasks, requirements and expectations in order to perform to a standard of excellence in service

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to 50 pounds, such as notebooks, reports, etc. Specific vision duties of this job include close vision.

The noise level in office work environments is relatively quiet, but may escalate in group settings. The noise level in classroom positions is often elevated.

This position requires meeting deadlines with severe time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

The information contained in this job description is in compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration and/or the Governing Board. Administrators should communicate additions and changes in this job description in writing to the employee.

The Mahoning County Educational Service Center is an equal opportunity employer, and employs individuals without regard to race, religion or ethnicity. This Job Description has been reviewed with me, I understand the duties and responsibilities which are expected of me, and my questions as of this date have been answered.

Signed, _____, Employee, on ____/____/____

Signed, _____, Supervisor, on ____/____/____

