

**MAYFIELD CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Director of Educational Services and Supports</b>
<b>Reports To:</b>	Superintendent
<b>Status:</b>	FLSA Exempt; (Section 3319.02 – ORC)
<b>General Description:</b>	Provide leadership and coordination of appropriate services for the student population of the District and administer the necessary instructional, support, and auxiliary services.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Valid Ohio Administrative license in Administration, Pupil Personnel Administration, or Superintendent.</li> <li>2. Master's degree or higher from an accredited college or university.</li> <li>3. Successful experience as a special educator and as a school administrator.</li> <li>4. Knowledge of Ohio School Law and special education law.</li> <li>5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>6. Good health and good attendance record.</li> <li>7. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, and appropriate areas of school and District facilities.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>5. Able to plan ahead yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Able to interact well with other people, but also the able to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Administer educational services and supports programs in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. *Administer Multi-Tiered System of Supports (MTSS) to provide interventions and supports for students.</li> <li>3. * Administer all necessary data collection, record keeping, and reporting for services offered through educational services as may be required by the Ohio Department of Education (ODE), the United States Department of Education (USDOE), and the District.</li> <li>4. Administer the District's Education Management Information System (EMIS) reporting.</li> <li>5. Participate in the recruitment, selection, retention, and development of support and instructional personnel for the educational services programs.</li> <li>6. Assign, supervise, evaluate and make employment recommendations for all instructional and support educational services staff.</li> <li>7. Plan and conduct appropriate professional development for district staff.</li> <li>8. Develop and maintain positive relationships and timely communications with students, parents, District staff, and the community.</li> <li>9. Coordinate budget preparation and implementation.</li> <li>10. Requisition and acquire material, supplies, and equipment as needed to carry out program.</li> <li>11. Coordinate District enrollment and registration processes.</li> <li>12. *Oversee School Counseling programs and staff, Nursing Services, Mental Health Services, and</li> </ol>	

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Nutrition Services.

13. \*Administer the District's home schooling, Before/After School Care, attendance policy, open enrollment policy, and residency policy, including residency and custody verification.
14. \*Oversee implementation of Positive Behavior Interventions and Supports (PBIS) and Non-violent Crisis Intervention
15. Coordinate and monitor the district's anti-bullying policy and program, including the safety hotline.
16. \*Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
17. \*Serve as the Homeless Student Liaison, oversee programs for youth in foster care, and coordinate programming with Family Liaisons/School Social Workers.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
19. Respond to specific requests from the Superintendent on matters affecting the program and operation of the District.

#### **Other Professional Expectations:**

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
4. Keep up-to-date and knowledgeable of educational issues, pupil services issues, and District-related matters.
5. Perform other job functions as assigned.

#### **Additional Working Conditions:**

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**