

Galion City Schools

Job Description

Title: Academic Support and Student Opportunities Specialist

Qualifications:

1. A master's degree or higher, from an accredited university, with a major in educational administration.
2. At least five years experience of teaching, administrative or related experience.
3. At least two years' successful experience as a classroom teacher.
4. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

Reports to: Superintendent

Job Goals: To support staff and students with various academic opportunities, in a safe setting and to coordinate in collaboration with building administration student and family opportunities for support and engagement.

Performance Responsibilities:

1. Coordinator of 21st Century Program.
2. Collaboratively works with Mid-Ohio Educational Service Center and ODE to maintain compliance of requirements for programs at each building site.
3. Recruits, recommends, and supports before and after-school staff to provide intervention opportunities to struggling students.
4. Seeks out and facilitates engaging learning opportunities in collaboration with community partners to support before and after-school programs.
5. Plans and oversees student and families engagement events and extra curricular activities.
6. Maintains and keeps school safety plans in compliance with ODE regulations and coordinates site drills with local law enforcement.
7. Oversees the Galion Online Academy.
8. Supervises and evaluates Galion Online Academy staff, makes recommendations related to online curriculum, and works collaboratively with staff to support student achievement.
9. Works in collaboration with the Director of Instruction to support assessment opportunities for students and to maintain compliance of state testing.
10. Provides support and direction relating to student data to administrators in collaboration with the Director of Instruction.
11. Attends appropriate county, area, and State meetings related to programs.
12. Keeps Superintendent informed of problems and developments in the areas of 21st Century Programming, assessments, safety, academic supports and engagement opportunities.
13. Performs such other tasks and assumes responsibilities as may from time to time be assigned by the Superintendent.