



493 BEV RD. BLDG. #1, YOUNGSTOWN, OHIO 44512 330-702-7860

JOB POSTING

One of 16 ITCs (Information Technology Centers) within the State of Ohio, ACCESS Council is seeking applicants to fill a vacant position as Executive Director. The Executive Director is responsible for the management of the organization and the overall delivery of ACCESS' services to customers in public/non-public K-12 schools, public libraries, and not for profit government entities. Additional information about our organization is available on our website at www.access-k12.org.

Posting Date: Monday August 12, 2024

Posting Deadline: Friday August 23, 2024 (4:00PM)

Position: Executive Director

Qualifications: Please refer to the attached Job Description for required qualifications

Salary: Salary, insurance coverage and fringe benefits as established by the ACCESS Board of Directors.

Starting Date: Mutually agreed upon date prior to October 1, 2024

Interested applicants should send a letter of interest and current resume with three references to:

ACCESS Council
Attention: Dr. Don Mook, Board Chairman
493 Bev Rd. Bldg. #1, Youngstown, Ohio 44512

Or

Jobs@access-k12.org

ACCESS Council
Employee Position Description & Responsibilities

Position Title:	Executive Director/CEO
Category:	FLSA Exempt
Contract:	Contract terms and conditions as approved by the ACCESS Governing Board and ACCESS policy.
Compensation:	Salary, insurance coverage and fringe benefits as established by the ACCESS Board of Directors.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">▪ Bachelor’s Degree in Information Technology, Computer Science, Business, or related field. Master’s preferred.▪ Successful leadership experience in information technology.▪ Five years’ experience in an educational technology environment.▪ Specific knowledge in fiber optics, WAN network infrastructure, security standards (state and federal), financial applications, student information systems, Ohio State EMIS reporting, and Federal E-Rate processing from a service provider prospective.▪ Skills and abilities to write and speak effectively in both small and large group settings.▪ Abilities and attributes to promote positive internal and external customer relations, including creating effective interpersonal relationships and projecting a professional image.▪ Alternatives to the above as approved by the ACCESS Governing Board.
Reports to:	ACCESS Board of Directors
Supervises:	Treasurer, Director of Technology, Director-Student Services and staff in their absence.
Job Goal:	In summary, this position is responsible for the management of the organization and the overall delivery of ACCESS’ services to customers.

PERFORMANCE RESPONSIBILITIES:

1. Directs the overall operations of ACCESS.
2. Responsible for the oversight of the ACCESS Fiber Network; including all contracts, maintenance, management, billing, permitting, construction and future planning.
3. Works with various commercial entities who have contracted for space and/or services on

ACCESS Council
Employee Position Description & Responsibilities

the ACCESS Fiber Network

4. Maintains the ACCESS Fiber Network asset on behalf of the ACCESS members.
5. Keeps member districts informed and updated on emerging technologies.
6. In collaboration with the ACCESS Treasurer, prepares budgets.
7. Participates in all security audits and annual fiscal audit
8. Maintains sufficient knowledge of all applications, operating software/hardware, and services to ensure the overall effective and efficient operation of ACCESS.
9. Provide necessary guidance in the development of training programs for users to assure proper software implementation and monitor any necessary needs.
10. Provides leadership and support in developing and administering an effective communication strategy both within the ACCESS membership and to agencies/organizations supporting K-12 education to promote awareness of current and future services of ACCESS.
11. Adhere to Ohio Department of Education and Workforce Development (ODEW) guidelines for ITCs preparing Continuous Improvement Plans annually and renewing any licenses required.
12. Maintains an active relationship with the MCOECN and provides leadership and direction in the promotion of ACCESS's interests as its own organization, and with other K-12 education-related organizations and governmental agencies throughout Ohio.
13. Travel as required to represent ACCESS.
14. Develops and manages RFP's, for ACCESS services provided, during consideration of a change.
15. Participate in weekly and monthly meetings statewide ITC directors; attend all ITC-related conferences; and participate in site-reviews, as needed.
16. Works with committees established by the ACCESS Assembly and Board of Directors to prepare recommendations dealing with finance, personnel, governance, planning and other topics as may be necessary.
17. Works with direct reports to coordinate the operations of the ACCESS consortium.
18. Conducts, in coordination with direct reports, annual evaluations of the ACCESS Staff.
19. Preserves a good working relationship with vendors, maximizing service and technical guidance received.
20. Develops and maintains job descriptions of ACCESS Staff members.
21. Operates ACCESS's E-Rate program for customers, including all required forms, contracts, invoices, and annual tracking, as well as required recordkeeping.
22. Attends and participates in all meetings of the ACCESS Assembly, Board of Directors, and committees, except during times when the salary of the Executive Director is under consideration.
23. Prepares the annual operating budget recommendations and implements the Assembly-approved budget.
24. Prepares and submits to the ACCESS Assembly and Board of Directors, recommendations relative to all matters requiring their respective actions, providing necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
25. Secures and nominates the best qualified and most competent personnel for employment.
26. Keeps informed of trends and practices in educational data processing by attending

ACCESS Council

Employee Position Description & Responsibilities

training classes or programs, visiting other similar operations, by attending conferences, and by other appropriate means.

27. Formulates long-range plans and accompanying time lines and recommend steps for accomplishment of those plans including budgetary implications.
28. Performs other related duties as may be assigned by the ACCESS Governing Board.

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 to guide individual growth and performance improvement, support ACCESS and program/department goals, and all service constituents.
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 ACCESS and other committees and teams
7. Generates internal and external support for services
8. Represents ACCESS and its service schools with professionalism at all times
9. Demonstrates integrity and ethical behavior at all times
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 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

ACCESS Council
Employee Position Description & Responsibilities

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. ACCESS 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 ____/____/____