

601 Senior Drive, New Lexington, Ohio 43764
Phone: 740-342-3542
Fax: 740-342-1081

TITLE: TRANSITIONAL ASSISTANT SUPERINTENDENT

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| DEPARTMENT: N/A | POSITIONS SUPERVISED: None |
| LOCATION: 601 Senior Drive, New Lexington, OH | SALARY RANGE: Commensurate with education and experience |
| SUPERVISOR: Superintendent | FLSA STATUS: Salaried, Contract position, Exempt Management Employee |
| NORMAL WORKING HOURS: Full-time position, routinely work 40 hours per week, may be required to work evenings and/or weekends, schedule is flexible and variable | CLASSIFICATION: Unclassified |
| PROBATIONARY PERIOD: A probationary period does not apply to this position. Terms of employment are outlined in the management contract. | SAFETY SENSITIVE: No |

SUMMARY OF POSITION:

The Transitional Assistant Superintendent (TAS) is a directional position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to move the organization forward according to the Board's strategic plan. Under general guidance and direction of the Superintendent, the TAS oversees activities, functions, and daily operations of the agency to ensure alignment with the PCBDD mission, vision, values and strategic plan. The TAS participates in agency-wide strategic planning activities and is involved in providing leadership and supervision to department directors. The TAS advises the Superintendent and the Board on matters and issues related the PCBDD.

The TAS works collaboratively with directors and staff to carry out specialized work coordinating and representing the agency in several significant aspects, including but not limited to strategic planning, annual budget preparation, fiscal accountability, financial data and reporting, supervision and guidance, compliance, communication, culture, collaborative projects, plans, and programming.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Master's degree in public administration, Education, Social Work, or related field
- Eligible for Superintendent certification issued by the Ohio Department of Developmental Disabilities (DODD)
- Demonstrated leadership with a minimum of seven (7) years work experience in administration, supervision, instruction, or habilitation of persons with developmental disabilities.
- Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position.

-
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- PCBDD services and the statutory authority vested in the PCBDD; Ohio Revised Code, Ohio Administrative Code, and DODD; other applicable local, state, and federal laws, rules, policies, and guidelines pertaining to people with disabilities
- Services and programs for people with developmental disabilities
- Medicaid system and waiver administration
- Local human service systems and other available community resources
- Person-centered philosophy and principles

Skills in:

- Robust leadership approach with demonstrated successful outcomes
- Sharp capacity for systems thinking and effective and engaging communication
- Effectively collaborating with community resources and governmental agencies
- Oral and written communication, including documentation, training, public speaking, and sensitive situations
- Organization and time management

Abilities to:

- Comply with PCBDD policy and procedures
- Read, analyze, and interpret complex documents, professional journals, technical directions, and government regulations; write reports, business correspondence, contracts, and procedures
- Work as a collaborative member of the PCBDD Senior Leadership Team
- Establish and maintain a positive rapport with other organizations and department heads
- Tolerate a high level of stress and work under pressure of deadlines
- Demonstrate emotional intelligence, flexibility, and adaptability regarding change and unpredictable environments
- Lead strategically, stimulate creativity, and motivate and inspire higher levels of performance
- Effectively navigate web-based applications and various technology systems, including Microsoft Office 365 applications
- Demonstrate sensitivity, respect and dignity for diverse populations.
- Comply with the Bill of Rights for people with disabilities.

EXPECTATIONS & WORKING CONDITIONS:

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 80% in office, 20% travel and remote work commitments. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning,

and emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Time Management / Work Pace – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is self-directed, requiring the ability to be self-motivated, plan and organize time, and to adhere to mandated timelines. Regular, predictable, and punctual attendance is an essential function of the position.

Physical Demands – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Problem Solving / Decision Making – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

Communication – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

Teamwork – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to always promote the PCBDD mission, vision, values, and strategic plan.

ESSENTIAL DUTIES & RESPONSIBILITIES:

55% Administrative Leadership

Advise the Superintendent – Recommend direction on matters including but not limited to policy, procedure, finance, programs, and personnel to the Superintendent and the Board. Serve as a member of the PCBDD Senior Leadership Team.

Leadership Development – Participate in training and activities to promote leadership growth at personal, departmental, and administrative levels. Empower SLT to pursue opportunities to maximize their leadership capacity.

Planning – Contribute to the development of plans and strategies which advance the PCBDD in fulfilling its mission, including but not limited to strategic planning, annual action planning, and the continual pursuit of quality through The Partnership for Excellence. Design, implement, and evaluate the strategic plan and annual organizational goals.

Committee Leadership – Lead and serve on committees as assigned to provide visionary leadership, thinking, and direction. Serve as a member of the Senior Leadership Team.

35% Assist Superintendent with Administrative Functions

Personnel – Assist the superintendent in the hiring and separation of staff. Assist the Superintendent in providing supervision, guidance, and oversight to directors through routine accountability and leadership. Facilitate and schedule regular, recurring connections with directors to provide active support, promote open communication, cultivate potential, and foster an environment where people work and learn together.

Programming – Work with the Superintendent to provide the oversight to develop, implement, and monitor board programs, services, and resources.

Compliance – Work with the Superintendent and Administrative Supports Director to develop, approve, and implement applicable PCBDD policies and procedures.

Budget Management – Work with the Superintendent and Finance Director to manage fiscal operations and to prepare and work within the parameters of the approved annual budget. Demonstrate fiscal accountability for resources and achieve outcomes within allocated resources.

Community – Alongside the Superintendent, develop and maintain effective communication and working relationships with the local Perry County community, other related human services organizations, service providers, and the BOD. Ensure and maintain positive relationships with local, state, and federal organizations and members. Support the development and maintenance of a strong network of community contacts to convey or obtain information, promote understanding and acceptance within the community, and secure support for the mission of the PCBDD.

10% Miscellaneous

Attend/represent PCBDD at various meetings, conferences, committees, and seminars, as required. Assume other duties as assigned, including but not limited to professional growth activities and participation/representation at various community events.

DECLARATION:

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date