

Job Announcement: Area Coordinator

Strong organizational skills and an expertise in local school district finance and operations make you a great candidate for the position of Area Coordinator in the Office of Field Relations. The opportunity is to work with a team of staff that assists school districts and community schools in the areas of school finance programs including school funding, transportation, tuition, and funding for nonpublic schools. The position serves as a representative of ODE and as resource to support local education agencies.

Major Responsibilities & Duties:

Advises and assists school districts with policies, procedures, and/or guidelines related to state funding programs (e.g., auxiliary services program; student eligibility guidelines; nonpublic funding procedures; data collection guidelines) on behalf of the Office of Field Relations:

- Reviews program or financial data;
- Analyzes and/or clarifies state program or funding policies and procedures;
- Interprets and disseminates information regarding laws and regulations;
- Conducts formal complaint process (e.g., fact-finding transportation, district of residency change);
- Assists districts with understanding fiscal payment and calculations;
- Reviews programmatic data, conducts fact finding, and writes reports as necessary (i.e., FTE reviews);
- Plans, develops and delivers school finance program training for local entities.
- Assists with implementation and maintenance of financial recovery plans and/or materials;
- Works directly with local educational entities to maintain fiscal integrity within budget process (e.g., assists treasurers and superintendents with making budget projections and establishing budget priorities and ensures projected expenditures are within budget);
- Provides technical assistance for district five-year forecast.

If school district(s) is under fiscal emergency, may perform the following:

Serves as chairperson or secretary/monitor to an assigned Financial Planning and Supervision Commissions on behalf of the Superintendent of Public Instruction (pursuant to Section 3316.05; 3302.10 ORC).

- Prepares materials for the Financial Planning and Supervision Commission (FPSC);
- Recommends approval/disapproval of proposed expenditures and budget revisions;
- Develops, implements, and redesigns financial recovery plans and/or materials.

Minimum Qualifications:

- Bachelor's degree in finance or accounting; 7 years experience in applicable area of public/school finance.
- **Or** Master's degree in finance, economics, public administration, educational administration, or other similar field; 5 years experience in applicable area of public/school finance.
- **Or** School Treasurer License; 3 years experience in applicable area of public/school finance.
- **Or** Superintendent License; 1 year experience in applicable area of educational administration or public/school finance.

Preferred Qualifications:

- School administration experience
- Experience with EMIS reporting
- Intermediate level Excel experience
- Development/monitoring of projects and contracts
- Development of tools and technical assistance related to fiscal procedures and requirements
- Excellent communication, interpersonal, and team-building skills
- Strong problem-solving skills

Additional Information:

- Compensation for this position is nonnegotiable at \$37.11 hourly/\$78,188.80 annually.
- Requires travel throughout State of Ohio & may require overnight stay. (Must be willing & able to secure a valid driver's license OR supply your own transportation).

All qualified candidates should apply at www.careers.ohio.gov no later than **May 26, 2019**.

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.