

Region One Education Service Center

Job Description

Position: Executive Director

Dept/Area: Office of Executive Services

Reports to: Board of Directors

Pay Grade: 107/226 Days

Wage/Hour Status: Exempt

Date Revised: December 2020

Primary Purpose:

Provide leadership for the development and delivery of programs and services that promote increased student performance in the region, increase efficiency, economy and effectiveness in school district and charter school operations, and support the implementation of statewide initiatives as required by the state legislature and the Commissioner of Education.

Qualifications:

Education/Certification:

Master's Degree in Education from a regionally accredited institution

Doctorate degree preferred

Experience:

Minimum of three (3) years campus administrator (principal/vice principal) experience

Minimum of three (3) years Superintendent experience

Minimum of three (3) years school teacher experience

Special Knowledge/Skills:

Belief that all Texas students can achieve at high levels and are able to succeed in college, career or the military

Demonstrate a strong commitment to student achievement and school performance

Knowledge of current educational practices and research, with a focus on instructional leadership and school improvement theory and practice

Analytical with the ability to structure ambiguity into actionable, value-added plans

Demonstrated innovative and successful leadership, including experience in planning, developing and implementing innovative programs

Demonstrated knowledge of all school law, programs and services

Demonstrated ability to adapt and handle multiple complex leadership efforts simultaneously Effective interpersonal skills

Visionary and inspirational leader

High intellectual ceiling with the ability to solve new and dynamic operating problems

Track record of taking a data-informed and outcomes-oriented approach to continuous improvement, including experience in using outcome measures to evaluate the effectiveness of organization processes, programs and personnel

Strong communication, public relations, and interpersonal skills

Ability to communicate fluently, verbally and in writing; Bilingual (English/Spanish) preferred

Strong finance, budget preparation and fiscal management experience preferred

Other:

Such alternatives to the above qualifications as the Board of Trustees may find appropriate

Major Responsibilities:

Instructional & Educational Leadership

- Provide the leadership necessary to ensure that the programs and services provided by the ESC support improvements in student outcomes
- Establish an effective communications and service linkage with district administrators and other Center administrators and staff
- Identify and respond to the needs of school districts in the region, establishing priorities for the most efficient use of available resources.
- Facilitate the coordination of educational planning in the region
- Organize staff and resources to implement the required functions of the ESC and be responsible for the quality of services provided
- Provide information to the Commissioner and the Board regarding regional needs, services, and operations
- Coordinate cooperative service delivery arrangements with institutions of higher education within the region

Board Duties

- Report to and be accountable to the ESC Board of Directors for management and operation of the ESC in accordance with Board policies. Those policies shall be consistent with law.
- Attend and participate in all meetings of the Board, including closed meetings
- Supervise the preparation of agendas and recording of minutes for meetings of the Board of Directors.
- Prepare recommendations for policies to be adopted by the Board and oversee the implementation of adopted policies
- Develop or cause to be developed appropriate administrative procedures to implement policies established by the Board
- Provide for the orientation of new Board members

Supporting TEA's Strategic Plan

- Serve on the Commissioner's Cabinet for Regional Services (CCRS)
- Design and implement systems for measuring effectiveness of ESC services in accordance with the performance standards and indicators established by the Commissioner
- Develop annually an ESC improvement plan and submit the plan to the Commissioner for approval

Management and Oversight of ESC

- Serve as Chief Executive Officer of the ESC
- Enter into contracts except as otherwise provided by policy or law
- Review and approve applications or proposals for receipt of direct federal grants
- Cause to be prepared and submit to the Board a proposed budget
- Determine the number, type, and organization of positions, including administrative positions, necessary to effectively carry out ESC functions
- Implement policies regarding the employment, suspension, and dismissal of employees
- Ensure the ESC serves as a model in the region for employment equity
- Ensure systems of performance management work to continuously improve ESC operations
- Promote and coordinate the activities of the advisory committees
- Participate in staff development activities to improve job-related skills
- Advocate new trends and practices in education, school organization and administration
- Direct the development of ESC proposals and applications
- Plan collaboratively with other entities toward common goals
- Maintain strong communications with superintendents in the region
- Ensure the ESC serves as a model in the region for employment equity
- Provide a system of ongoing support, development and evaluation of staff that ensures a high level of productivity and efficiency

- Assume administrative responsibilities for all staff assignments and evaluations as designated
- Provide for unqualified financial audits by the independent auditor
- Implement strategies which contribute to the long term financial stability of the ESC
- Exercise the responsibility for negotiating contracts and agreements with other local, state, and federal agencies
- Ensure that procedures are in place which reflect responsible stewardship of public funds
- Recommend the annual operating budget and periodic budget amendments to the Board of Directors
- Supervise the solicitation of commitments from school districts to participate in ESC programs, projects, and services
- Supervise the budget processes involved in approving expenditures, travel, and other commitments of ESC personnel, services, or financial resources
- Maintain fiscal responsibility for budget or expenditures assigned
- Follow established safety procedures and techniques to perform job duties
- Maintain confidentiality of information
- Perform other duties as assigned by the Board of Directors

Supervisory Responsibilities:

Supervise all employees in general; supervise and evaluate the performance of the assigned including immediate supervision of Public Information Officer, Deputy Directors, and Executive Assistant.

Working Conditions:

Frequent regional travel, occasional statewide and out of state travel; ability to lift up to 20 pounds of workshop materials; occasional prolonged and irregular hours; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____