

## EXEMPT

### JOB DESCRIPTION

**JOB TITLE:** Executive Director

**RESPONSIBLE TO:** Board of Directors

**POSITION SUMMARY:** Provide visionary leadership for the development and delivery of quality products and services that promote increased student performance in the region, increase efficiency, economy and effectiveness in school operations, and support the implementation of statewide initiatives that serve the educational community.

### POSITION REQUIREMENTS:

#### JOB KNOWLEDGE

- Earned doctorate in educational administration, curriculum and instruction, educational technology or a related field from a university accredited by a regional association of the Council on Post-Secondary Accreditation preferred.
- At least five years administrative experience in an educational institution.
- Successful experience in supervision of personnel.
- Successful Texas superintendent, educational leadership or regional education service center senior leadership experience preferred.
- Demonstrated working knowledge of the role of regional education service centers in providing products, and services that effectively serve diverse populations.
- Demonstrated ability in the development of a common mission and vision to guide the work of the organization Demonstrated commitment to excellence and continuous improvement.
- Demonstrated ability to collaborate with other agencies and to market products and services.
- Demonstrated ability to handle multiple complex leadership efforts simultaneously.
- Demonstrated oral and written communication skills.
- Demonstrated interpersonal skills which reflect the ability to foster a healthy workplace environment.
- Proficiency with standard functions within electronic applications such as MS Office (e.g., word processing, electronic spreadsheets) and e-mail.
- Proficiency with computers (PCs and/or MACs) to include desktop management, file management and operations, and working in a network environment.
- Exceptions to these requirements will be considered based on exemplary skills, training and record of success.

#### PRODUCTS/OUTCOMES

- Identify needs of Center clients and respond with development and delivery of exemplary educational solutions through leadership, innovation, and integrated, quality products and services.
- Provide visionary leadership for the integration of technology into school programs and operations.
- Maintain the integrity of the Center in all aspects of the operation.
- Work with the Board of Directors to recommend and amend policy.
- Contribute to state leadership by serving as a member of the Commissioner's Cabinet for Regional Services.
- Serve as chair of the Texas Computer Cooperative, a statewide cooperative responsible for Business and Student Administrative Software systems.
- Foster the development of cooperative efforts within the region and state.
- Provide for formative and summative evaluation of Center efforts and use evaluation data for improvement of products and services.
- Fulfill the responsibility of the public information coordinator and participate in public information training.

#### INITIATIVE

- Exhibit a high level of motivation in identifying needs and developing appropriate responses to those needs by being the compass that represents the mission, direction, and values of the Center.

- Stay abreast of state policy and initiatives, emerging educational issues and innovative efforts to expand the circle of influence on behalf of the Center.

#### **COMMUNICATION/HUMAN RELATIONS**

- Maintain a visible presence in the ESC-20 educational community and with the community at large to promote the role of ESC-20 in education.
- Articulate a vision for Center efforts and foster support of that vision by empowering and enabling others.
- Maintain strong, effective communication with the Board of Directors, superintendents in the region, and other regional education service center executive directors.
- Protect the integrity of the Center in all interactions.
- Demonstrate self-confidence and competence in representing the Center.
- Align paradigms with principles of effectiveness for collaborative planning.
- Regularly handle material of a confidential nature.

#### **SUPERVISION AND ORGANIZATION OF STAFF**

- Provide a system of ongoing support, development and continuous appraisal of staff that ensures a high level of productivity and efficiency. Ensure that the Center serves as a model in the region for employment equity.

#### **FINANCIAL MANAGEMENT**

- Ensure that procedures are in place which reflect responsible stewardship of public funds.
- Provide for unqualified financial audits by the independent auditor.
- Implement strategies which contribute to the long-term financial stability of the Center.

#### **ADDITIONAL REQUIREMENTS**

- Serve at the will of the Board of Directors.
- Comply with the requirements of the ESC-20 Quality Management System (QMS) as detailed in the ESC-20 Quality Manual, Quality Procedures, and Work Instructions.
- Function within the policies and procedures of the Center.
- Travel independently to fulfill responsibilities of the position.
- Dress appropriately for the ESC-20 work setting.

**APPROVED:** Board/TWS, 05/10 (Revised Board/RLB, 01/16)

**ACCEPTED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINTED OR TYPED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_