

Regional Education Cooperative VII

Executive Director

Job Description

Position: Executive Director

Supervisor: Regional Education Cooperative VII Board of Directors
(REC7 Board)

Qualifications:

The Executive Director shall have or be eligible for an administrative license issued by the NM Public Education Department; shall have specialized training in the leadership and business administration of public schools and/or related organizations with at least a Master's degree from an accredited institution of higher learning; and shall have demonstrated by suitable experience the capability of leading a staff and educational community in a continuous program of improvement. Special Education Experience is Preferred. The specific qualifications for the Executive Director will be determined by REC7 Board at the time of the vacancy.

Appointment:

The contract of the Executive Director shall be considered at the last regular REC7 Board meeting of the school year. The director will be employed on a 257-day contract; the contract may be for one (1) or two (2) years.

Responsibilities;

The Executive Director shall:

1. Exercise all administrative and supervisory functions delegated by the REC7 Board.
2. Provide effective professional leadership and technical advice to the Regional REC7 Board on matters pertaining to IDEA-B, Medicaid in the schools, NMPreK/Early Childhood, Career and Technical Education (CTECH), and other programs adopted by the REC7 Board
3. Initiate and guide the development of policies for the REC7 Board's consideration and ensure that all policies of the REC7 Board and legal duties of the REC7 Board are implemented.
4. Interpret REC7 Board policies for staff as well as all state and federal laws and regulations relevant to the operation of REC7.
5. Administer the development and maintenance of programs designed to provide maximum utilization of funds within the cooperative. Be accountable for accurate distribution of individual district monies and for accurate monthly, quarterly and end-

- of-year reports by working with the REC7 business manager. Assure sound fiscal management and compliance with state and federal audit procedures.
6. Maintain records required by the REC7 Board, state and federal statutes and regulations. Provide districts with technical assistance in the interpretation of Special Education laws and regulations.
 7. Prepare the agenda for each REC7 Board meeting; notify REC7 Board members in advance of the items to be discussed and set up dates, times and locations of meetings.
 8. Attend all REC7 Board meetings. Prepare a report of monthly activities for the REC7 Board and provide information as needed.
 9. Serve as official representative of the REC7 Board in relations with the New Mexico Public Education Department, NMRECA, NMCEL, SNMERC, NMSBA and other applicable agencies in matters pertaining to all programs adopted by REC7.
 10. Conduct studies and appraisals of the development and needs of all districts and make recommendations to the REC7 Board. Encourage ideas and active participation in the development of programs among personnel. Develop objectives to address specific problems facing local educators, administrators, teachers, educational assistants, staff, parents, etc., that work with students.
 11. Arrange and coordinate in-service training for each school district as needed. Assist directly and indirectly with the training and technology needs to facilitate success for all involved with education all students. Assist the business manager in the financial arrangements of all workshops and in-services through the REC7.
 12. Strive to enhance cooperation between the public schools, communities, state and federal agencies.
 13. Provide districts with technical assistance for state and federal monitoring activities.
 14. Define job requirements and responsibilities for REC7 personnel. Conduct evaluations of all REC7 contracted personnel and office staff. Assist personnel with professional development plans as applicable. Recommend to the REC7 Board all employment, reemployment, termination, dismissal or discharge of staff.
 15. Serve as recruitment agent for REC7.
 16. Serve as a parent advocate when requested.
 17. Perform other duties as assigned by REC7 Board.

Separation:

The Executive Director may be separated from service with the REC7 Board upon a majority vote of the full REC7 Board.

Resignation:

The Executive Director may resign upon providing the REC7 Board with proper notice of the intention to resign. The notice will be in conformance with contractual and statutory provisions.

Compensation and Benefits:

The Executive Director's compensation and benefits will be established by the REC7 Board and may be renegotiated at the time of issuance of contract or upon the preparation of yearly compensation schedules.

Retirement:

The Executive Director will be subject to the same retirement conditions as the total staff and will be entitled to all retirement benefits accumulated during total services as provided by statute.

Travel Expenses:

The Executive Director shall keep informed of current educational thought and practice by study, by visiting school districts, by attendance at educational conferences, by participation in professional organizations, and by any other appropriate means.

The expenses of the executive Director for such travel will be paid by the REC7 Board. This expense item will be a part of appropriate yearly budgets and will follow all requirements of the Mileage and Per Diem Act.

Evaluation:

The REC7 Board will evaluate the Executive Director in terms of the efficiency of the operation and accomplishments of the total REC program on an annual basis.

Council-Executive Director Relations**Annual Reports:**

Ongoing report, verbal and/or written, describing the progress of REC7 of goals achieved, objectives reached, and standards responded to shall be made to the REC7 Board, along with recommendations for improvement.

The Annual Report may include, but not be limited to:

- Demographic data related to each school district/agency served.
- Budget use for each of REC7's programs.
- Plans and programs for staff improvement, including both REC7 and district staff.
- An overview of programs in progress; plans for any innovative, experimental and/or new programs.
- Reports on anticipated changes in state and federal statutes or regulations, which may impact program offerings.
- Needs of REC7 office and staff.

- Proposals for policy changes or improvements.
- Ongoing evaluation of staff.
- Staff recruitment efforts.

Administration in Policy Absence:

In cases where action must be taken with REC7 and the REC7 Board has provided no guidelines for administrative action, the Executive Director shall have the power to act. The decisions shall be subject to review by the REC7 Board at its regular meeting. It shall be the duty of the executive Director to inform the REC7 Board promptly of such action and of the need for policy.

Delegation of Authority as Hearing Officer:

The REC7 Board delegates to the Executive Director the authority and responsibility to act as hearing officer or hearing authority for the purposes of hearing or reviewing facts, deciding appropriate disciplinary action, or reviewing disciplinary actions of other designated administrators, consistent with procedures established by state law or regulation or REC7 Board policy.

Delegation of Authority as Procurement/Purchasing Officer:

The REC7 Board delegates to the Executive Director the authority and responsibility to obtain a Chief Procurement Officer (CPO) Certification and as procurement/purchasing officer for REC7 within federal, state, and local regulations and policies. All such purchases and procurements are subject to the Procurement Act and to REC7 Board review and /or approval.