

General Description of the Role

The Executive Director serves as the chief administrator of the agency and performs all duties and functions required by the Board of Directors. (CBA REVISED JANUARY 18, 1990)

Qualifications Required

Education: Master's degree

Licensure: Administrative Endorsement issued by the Colorado Department of Education

Qualifications Recommended

Supervisor: Board of Directors

Contract Days: 210

Compensation: Negotiated contract

Status: Exempt

Working Conditions: Heavy lifting; frequent travel, including overnight, required

Specific Skills Preferred

Major Areas of Responsibility and Duties Specific to this Job

Responsibilities

- The Executive Director shall be the chief executive officer for the Board of Directors' operation and shall have complete administrative responsibility for programs sponsored by the Mountain Board of Cooperative Educational Services
- In accordance with the above duties, be responsible for the efficient operation of all programs, attend all meetings of the Mountain Board of Cooperative Educational Services and its Advisory Council with the privilege of taking part in the deliberations, and cooperate with and advise any committee of the Board or Advisory Council
- Collect data, coordinate planning, draft proposals, disseminate information, recommend proposals, and formulate proposed policies, plans and programs.
- Refer to the Board of Cooperative Educational Services cases in which his judgment is not accepted by parties involved
- Be responsible for and have custody of the facilities, equipment, and records of the organization
- Observe, but not be limited to, the above duties and responsibilities and perform any other duties that, from time to time, are determined by the Mountain Board of Cooperative Educational Services.

Duties

- Oversee and be ultimately responsible for all Mountain BOCES programs
- Continually update and develop needed policies and procedures for the Mountain Board of Cooperative Educational Services
- Be responsible for developing an annual budget and overseeing all Mountain BOCES disbursements
- Evaluate the effectiveness of all programs and periodically report to the Board of Directors
- Directly supervise the administrative/supervisory staff and indirectly supervise all other staff
- Be responsible for the management of all Mountain BOCES offices
- Ensure that Board of Directors and Advisory Meetings are held and that agenda and minutes are issued
- Advise the Board of Directors and Advisory Council on the establishment of new programs

Professionalism

An exemplary staff member consistently demonstrates all of the following:

- Manages oneself (is organized, prepared, and punctual; manages resources; meets deadlines; follows through on commitments; demonstrates appropriate physical appearance relative to job and environmental expectations)
- Consistently acts in ways that directly support various missions (Mountain BOCES, CDE, schools, districts)
- Effectively maintains relationships at multiple levels (individual, team, Mountain BOCES, schools, districts)
- Delivers significant, noteworthy contributions to team and organizational goals
- Responds to districts
- Is respectful and collaborative
- Handles disagreements and conflicts in a diplomatic manner that does not result in decreased effectiveness over time
- Enhances the image of public education
- Displays a willingness to learn new information
- Maintains ethics, legal responsibility, and confidentiality
- Follows organizational and district policies

Communication

An exemplary staff member consistently demonstrates all of the following:

- Displays effective interpersonal skills (has rapport with all, knows roles of co-workers, promotes information exchange such as through parent/teacher conferences or newsletters)
- Uses strong verbal communication and strong listening skills
- Uses appropriate written communication that is constructed with the purpose, audience, and intent in mind and with proper writing conventions and mechanics
- Applies the appropriate mode of communication (e-mail, written, telephone, face to face) for specific situations
- Maintains composure during difficult conflict situations
- Communicates job related problems and difficulties to immediate supervisor

Relationships

An exemplary staff member consistently demonstrates all of the following:

- Develops and maintains rapport and effective relationships with children and adults contacted in the course of work by using courtesy, diplomacy, collaboration, cooperation, support, and professional conduct
- Actively contributes to the goals and success of all teams and team members through collaboration, cooperation, and flexibility (give and take) in team discussions, activities, and decision making
- When appropriate, seeks first to understand
- Is able to effectively give and receive constructive feedback
- Understands and conveys one's role within each school setting
- Serves as a liaison between Mountain BOCES and human service agencies, sharing appropriate information when needed, once proper parental consent is obtained

Job Competency

An exemplary staff member consistently demonstrates all of the following:

- Meets all licensing requirements for the position
- Consistently meets all expectations listed in the job description
- Delivers services as determined by the IEP or instructional schedule 100% of time

Personal Growth Progress

An exemplary staff member consistently demonstrates all of the following:

- Stays current on professional knowledge and technical skills through training opportunities and participation in relevant professional committees and organizations
- Formulates goals that reflect the organization's strategic theme and include specific, measurable outcomes instead of just completing activities
- Demonstrates objective and measurable achievement of individual goals
- Develops new goals when current goals have been achieved

Disclaimer - NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.