

SOUTHEAST EDUCATION SERVICE CENTER

Executive Director

The executive director of the Southeast Education Service Center (SESC) is responsible for the general operation of the center. The director's responsibility is to coordinate and provide educational equity for the districts to which he/s he is responsible. More specific work and service responsibilities follow:

- Accept applications and make recommendations for employment of SESC personnel.
- Evaluate and supervise all employees of the center. Monitor the success of each specialist and classified position.
- Cooperate, coordinate, and assist in the implementation of services provided by governmental and public agencies and private organizations.
- Serve on state, education, agency, and public committees as directed, requested, and desired.
- Prepare recommended budgets to be submitted to the SESC Board of Directors at its annual meeting in June.
- Monitor and coordinate budget expenditures with SESC's fiscal agent, the Carbon County School District, on a weekly basis.
- Submit budgetary audit reports annually and a budget report on the revenue and expenditures once each quarter of the fiscal year.
- Follow Carbon School District and SESC business procedures, protocol, and to approve all requisitions and purchases made by the center's personnel.
- Actively coordinate and participate on the Utah Rural Schools Board and assist in organizing a Utah Rural Schools Association Conference and subsequent research studies identifying needs in rural education.
- Organize and coordinate an annual Southeast Educational Administrative Leadership Conference as well as other conferences upon request.
- Maintain the educational vision to pilot innovative new services in the state such as Data Assessment.
- Approve delivery of services routes to schools.
- Prepare agendas and minutes of the SESC's Executive Board meetings and other committees as warranted.
- Attend regional directors' meetings, other meetings, workshops, conventions, and conferences as may be requested by the SESC Executive Board and the Utah State Board of Education.
- Report successful and new educational programs to the SESC Executive Board and educators of the southeast region.

The Board of Directors for Southeast Education Service Center (SESC) is seeking a qualified individual to serve as the Executive Director for the center. SESC serves Carbon, Emery, Grand, San Juan Districts and Pinnacle Schools. Please review the following information regarding the position.

The Executive Director of Southeast Education Service Center will:

1. Execute all directives, decisions, and policies established by the SESC Board.
2. Work with the Board to determine the needs of the regional educational community.
3. Establish strategic goals and indicators that meet the needs of SESC. On an annual basis, the Executive Director will update Board on the progress made toward the goals to reflect the extensive involvement of SESC education stakeholders, input and recommendations from SESC staff, and active participation by the SESC Board.
4. Provide leadership in developing initiatives and projects that achieve strategic plan goals and objectives and overseeing the accompanying organizational and financial actions.
5. Present an annual budget for review and approval by the SESC Board that reflects the established strategic planning goals as well as the best current estimates for available revenues and expenses.
6. Communicate effectively with the SESC Board as to the organizational, operational, and programmatic status, relevant emerging opportunities, and all other important factors that may influence the districts in the SESC region.
7. Represent SESC effectively in appropriate statewide, regional, and national organizations and collaborations related to educational issues such as, Utah Instructional Media Consortium, the Utah Rural Schools Association, the National Rural Education Association, and the Utah Education Association. The Utah Education Network, and the Association of Educational Service Agencies.

In providing administrative leadership to the SESC staff, the Executive Director will:

1. Provide leadership to inspires a team that works effectively and cooperatively together.
2. Assume responsibility for the recruitment, employment, regular performance review, and, when necessary, release of SESC personnel, subject to applicable personnel policies.
3. Work to assess and maintain competitiveness of the overall salary structure within SESC.
4. Encourage staff professional development and training, and assist SESC staff in relating their specialized work to the broader goals and objectives of SESC.
5. Maintain a current working knowledge of significant developments and trends in education, educational technology, evaluation, classroom instruction, and professional development.
6. Maintain a positive, collaborative organizational climate to attract, retain, and motivate a diverse staff of highly qualified, creative people.