
SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Executive Director / Director of Exceptional Student Services

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: Board of Directors with input from
Superintendents Advisory Council

I. BASIC PURPOSE AND OBJECTIVES OF POSITION (SUMMARY STATEMENT)

At the direction of the Board of Directors, the Executive Director works with the Superintendent's Advisory Council (SAC), established subcommittees, and the BOCES staff in identifying and meeting the needs of member districts in terms of programs and services that can be provided by the SLV BOCES. Also, to provide quality leadership, supervision, and management of all Special Education programs and activities and ensure appropriate instructional programs for all students with special needs. To monitor and advise member districts in matters that relate to compliance with Federal and State regulations. To provide personnel and programs that meet the diverse needs of students receiving special education services.

II. QUALIFICATIONS / STANDARDS FOR THE POSITION

1. The executive director must hold or be entitled to hold a Master Degree or higher and hold Colorado Administrator License with Endorsement of Director of Special Education or Eligible for a Colorado License.
2. Knowledge about special education, ESL, early childhood education, and related service delivery practices, as well as general education curriculum/instruction, progress-monitoring, assessments, school law and personnel policy
3. Collaborative, approachable, and highly organized
4. Maintains high visibility in the member districts and community
5. Good listening skills and strong communication skills and is firm, fair, and consistent leader
6. Ability to build and maintain partnerships among the member school districts, related service providers and families to benefit students
7. Possesses a broad PK-12 educational background including classroom and administrator experience
8. Knowledge of budgeting and budget experience

9. Ability to write project applications.
10. Training and ability to supervise and evaluate staff.

II. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES

1. Serves as CEO of the San Luis Valley BOCES including the Director of Special Education for the fourteen member districts through demonstrating a solid foundation of leadership.
2. Provides leadership for the Board of Directors and works with Superintendents Advisory Council (SAC) through demonstrating knowledge of organizational culture.
3. Provides leadership for the development and execution of the policies and directions of the Board of Directors, applying systems approach to the development of education programs and processes to improve student outcomes.
4. Manages and supervises the San Luis Valley BOCES organization in compliance with all policies and facilitates effective systems change.
5. Maintains compliance with applicable federal, state, and local laws and regulations demonstrating knowledge about and the ability to apply relevant federal and state statutes, regulations, case law and policies that impact all children.
6. Collaborates with the Board of Directors, SAC, and staff to develop programs and services to meet the needs of the member districts demonstrating the ability to integrate general education and special education, including curriculum, instructional strategies, and individual instruction to support all children.
7. Directly supervises all administrative staff demonstrating the ability to evaluate the efficacy and efficiency of special education programs, facilities, services and monitoring systems.
8. Demonstrates the ability to use data to improve the programs and services for all children.
9. Demonstrates knowledge and ability to recruit retain and evaluate qualified personnel for effective implementation of programs and services for all children.
10. Facilitates partnerships and engages parents, families, and communities in the implementation of special education programs and the delivery of special education services.
11. Assist in the preparation of required applications and reports for the operation of special education programs.

12. Monitor compliance with rules and regulations of the special education program including due process rights of students.
13. Responsible for evaluating central office special education staff and district special education staff, upon request and in cooperation with, the building principal or superintendent.
14. Attend State Directors meetings in an effort to remain current in special education issues.
15. Responsible for local comprehensive plan for special education, participation and required reports in the state improvement monitoring process for the administrative unit.
16. Serve as liaison to Colorado Department of Education Special Education unit in all matters concerning the special education programs

III. Other duties as designated by Board of Directors in collaboration with SAC.

1. The Executive Director, through the administrative staff, directly or indirectly supervises all BOCES staff.
2. Develop and maintain effective written and oral communication with the Board of Directors.
3. Develop and maintain effective written and oral communication with the Superintendent's Advisory Council (SAC).
4. Provide leadership for the development and execution of the policies and directions of the Board of Directors.
5. Manage and supervise the BOCES organization in compliance with all policies of the Board of Directors.
6. Recommend the development and implementation of long and short-range goals for the organization and its individual programs based on the recommendations of the SAC and it's appointed sub committees.
7. Present well-planned budgets to the BOCES Board of Directors for the operation of the BOCES and its programs and supervise the implementation and administration of those budgets.
8. Encourage appropriate staff to write competitive grant proposals for identified program needs.
9. Prepare an annual budget and recommend it to the budget committee and/or Board of Directors.
10. The Executive Director and Special-Education Director shall have authority to make administrative rules and regulations regarding routine matters and which are in compliance with the operating policies of the SLV BOCES Board of Directors.

V. EVALUATION PROCEDURES:

The position will be evaluated using the procedures outlined and defined by the San Luis Valley BOCES' policies and procedures. The evaluation instrument used for the position is attached.

VI. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the San Luis Valley BOCES Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary and number of contracted days (work year), applicable benefits, and position assignment of the employee.

VII. DISCHARGE FOR CAUSE: The employee may be discharged for cause upon the grounds set forth in section 22-63-301, C.R.S. (but the procedures and other provisions of that article shall not apply). The Board shall not arbitrarily or capriciously call for the employee's discharge for cause, and the employee shall have the right to receive with a written statement of charges, notice of hearing, a fair hearing before the Board (no member shall claim to be disqualified for any reason), and the right to be accompanied by legal counsel at her sole expense. In the event of discharge for cause, no severance payment or other compensation for the remainder of the term of this Agreement shall be due the employee, except for fringe benefits accrued but unpaid as of the date of discharge according to established Board policy applicable to licensed administrative employees. Nothing in this paragraph shall be construed so as to limit or restrict or as a precondition on the right of the either party to pursue legal remedies otherwise available at law or equity.

VIII. TERMINATION FOR REASONS OTHER THAN CAUSE:

A. By Employee. The employee may elect to terminate this Agreement by giving notice in writing within the time periods specified in paragraph below.

B. By the Board. The Board may elect to terminate this Agreement for reasons other than cause by giving the employee written notice of such termination. In the event of termination for reasons other than cause during the first Contract Year, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder amounting to six (6) months' salary, at the rate then in effect. In the event of termination for reasons other than cause during the final Contract Year during the term, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder that is equal to the balance of the salary payable to employee for six (6) months' salary or the remainder of such Contract Year as of the date of termination, whichever is less. Should such termination occur during any renewal term, the lump sum payment shall be the lesser of the balance due for the remainder of the renewal term or six (6) months' salary, at the rate then in effect.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

