

Educational Service Unit No. 6, Inc.
Job Description

Job Title: Administrator, Chief Executive Officer
Department: Administration
Supervisor: ESU 6 Board of Directors
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 10/09/2018
Location: Milford, NE

Summary

The Administrator is the chief executive officer of the Board of Directors of Educational Service Unit No 6, Inc. (ESU 6) and has final responsibility for all operations, programs, services, personnel and actions of ESU 6.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the ESU 6 Board of Directors.

Oversees, either directly or through delegation, all activities of ESU 6 according to, and consistent with, the policies of the Board.

Leads the development and implementation of a shared vision, strategic direction, and goals that reflect the organization's core values, beliefs, and priorities.

Provides direction for the Board in policy development and organizational governance within the political, social, economical, or legal context in which the ESU exists.

Reports, interprets, and implements policies and actions of the Board to the staff and to the local school districts utilizing ESU 6 services.

Attends all meetings and/or executive sessions of the Board except during consideration of her/his own employment and/or salary.

Assists all committees of the Board in performance of their responsibilities as may be required.

Coordinates the preparation of the annual budget to be presented to the Board for final adoption.

Coordinates the compilation and recording of all financial transactions, maintaining a record that accurately reports receipts, distribution, and disbursement of all funds.

Seeks outside revenue sources in an effective manner (grants, special funding, and support services to districts).

Ensures organizational success through a defined process of accountability and a culture of continuous improvement.

Meets regularly with ESU 6 department directors to ensure that operations, programs, and services are being executed in accordance with the organization's policies.

Responds to priorities established through the strategic planning process and allocates financial, material, and staff resources to meet these priorities and delegates tasks to staff as needs indicate.

Maintains a presence within the service region to understand its strengths and needs.

Determines the support service needs of member districts through a collaborative process with stakeholders to create and coordinate programs that meet these needs with the advisement of the district superintendents.

Establishes and maintains an effective system of communications throughout the organization internally as well as externally through an effective public relations program.

Effectively represents and advocates for ESU 6 and member districts with other organizations and regulatory agencies.

Creates and maintains a climate and culture which encourages a positive working relationship with local, state, and national organizations, member districts, and ESU 6 staff.

Represents ESU 6 before professional and community groups and keeps the local school districts and public informed regarding the services and activities ESU 6 provides.

Represents ESU 6 on the Educational Service Unit Coordinating Council and works to ensure that ESU 6 schools have access to effective statewide programs and services.

Regular and reliable attendance is an essential function of this job.

Supervisory Responsibilities

Manages department directors who supervise employees in the Administration, Technology, Business Services, Human Resources, Production, Professional Development and Student Services departments. Is responsible for the overall direction, coordination, and evaluation of these department directors and may also directly supervise non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

Continuous Learning – Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues professional training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Use of Technology – Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.

Communications – Clearly expresses ideas and thoughts verbally and in written form; speaks clearly and persuasively in positive or negative situations; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; demonstrates group presentation skills; participates in appropriate organization, affiliate, state and national meetings.

Advocacy Skills – Demonstrates ability to negotiate with external agencies and groups including, but not limited to, governmental leaders, superintendents, and granting agency directors.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Performance Coaching – Defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results; recognizes contributions; encourages training and development.

Leadership – Leads with enthusiasm, fairness and integrity; demonstrates a high level of personal and professional conduct; exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; models continuous improvement.

Managing People – Includes staff in planning, decision-making, facilitation and process improvement; takes responsibility for staff activities; makes self available to staff; provides regular performance feedback; promotes continuous improvement of staff.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and staff.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Demonstrates knowledge of Equal Employment Opportunity policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

Achievement Focus – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities.

Personal Appearance – Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Judgement – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Education Specialist degree required. Doctoral degree preferred. Successful experience in teaching and administration for a combined total of at least 8 years. Five years of Superintendent experience in a school district or five years of Administrator experience in an educational service agency preferred.

Certificates, Licenses, Registrations

A valid Nebraska Administrative Certificate endorsed as a superintendent pursuant to 92 NAC 21; Current driver's license.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from stakeholders, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to all stakeholders including, but not limited to, staff, public groups, and/or boards of directors.

Mathematical Skills

Ability to prepare a budget and work with mathematical concepts such as probability and statistical inference.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should have working knowledge of Microsoft Word and Excel, Google Drive, PDF, Video Conferencing (i.e. Zoom), and internet resources (i.e. Nebraska Department of Education Portal).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet with occasional moderate noise.

