**TITLE OF VACANCY:** Southern Educational Services Cooperative, Chief Administrator

**ADMINISTRATIVE UNIT:** Southern Educational Service Cooperative (SESC)

(Raleigh County – Fiscal Agent)

**EXPECTATIONS:**

1. Works effectively as an entrepreneur and leader of an educational team.
2. Demonstrates self-control and exhibits an attitude of mutual respect.
3. Ethical and demonstrates good work habits.
4. Demonstrates an ability to work effectively with numerous entities, including county school systems, West Virginia Department of Education officials, higher education, regional and local community organizations, various associations, and federal agencies.

**DUTIES AND RESPONSIBILITIES:**

**Program Development and Administration:**

1. The Chief Administrator reports to the Cooperative Governing Council and is responsible for assuring that the cooperative has a long-range strategy which achieves its mission, and financial objectives.
2. Provide leadership in developing and implementing programs, organizational plans, and financial plans consistent with the mission and policies of the cooperative.
3. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
4. Keep abreast and maintain a working knowledge of significant developments and trends in education.
5. Conduct and analyze an assessment designed to address the specific needs of individual school districts within the Cooperative.

**COMMUNICATION:**

1. Ensure that the Cooperative Governing Council is kept fully informed regarding the status of the organization and all important factors influencing it.
2. Promote and publicize the cooperative’s activities, programs, and goals as approved by the Cooperative Governing Council.
3. Establish sound working relationships with other cooperatives, Local Education Agencies (LEAs), community groups, and organizations
4. Represent the programs and goal(s) of the cooperative to agencies, organizations, and the general public.

**STAFF RELATIONS:**

1. Oversee the recruitment, employment, performance, and release of all personnel, both paid staff and volunteers. All personnel actions require action by the Cooperative Governing Council.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team is in place and is encouraged to take advantage of opportunities for professional growth and development.
4. Encourage staff and volunteers to pursue professional development.
5. Assist program staff in relating their specialized work to the mission and goals of SESC.
6. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality employees.

**BUDGET AND FINANCE:**

1. Be responsible for developing and maintaining sound financial practices in accordance with 126CSR202, WVBE Policy 8200, Purchasing Procedures for Local Educational Agencies.
2. Examine all opportunities to identify regional and local efficiencies and submit to the Cooperative Governing Council for approval and implementation.
3. Examine opportunities to identify and implement entrepreneurial practices in order to expand capacity to serve districts and schools.
4. Work with cooperative staff and the Governing Council in preparing a budget and manage the organization to operate within budget guidelines.
5. Collaborate with the chairperson of the Governing Council to conduct official correspondence of the organization, and collaborate with other appropriate designated officers to execute legal documents to be submitted to the Governing Council for approval.

**SPECIFIC DUTIES:**

1. Provide leadership for the cooperative in developing and implementing an equitable Plan of Service for school systems in the Cooperative.
2. Evaluate (measure) and report performance of the cooperative on standards of services delivered.
3. Identify and direct high quality, targeted staff development designed to enhance the performance and progress of students in public schools represented by the cooperative.
4. Leverage and attract federal, state, regional, and local resources needed to accomplish the cooperative’s plan of service.
5. Plan and execute the cooperative’s budget and maintain all records consistent with state and federal laws, rules and regulations.
6. Supervise and evaluate cooperative personnel.
7. Provide leadership for the cooperative to function as a full partner in the statewide network of cooperatives.
8. Represent the cooperative in local, state, and national meetings.
9. Perform other duties as may be assigned by the Cooperative Governing Council.
10. Submit an annual plan to governing council identifying programs and services for implementation by the collaborative.
11. Arrange an annual financial audit.
12. Other duties as assigned.

**QUALIFICATIONS**

1. Master’s degree, entrepreneurial experience, and educational experience preferred.
2. Demonstrates the ability to interact collaboratively with a governing board or council.
3. Demonstrates the ability and interest to actively pursue growth in competencies related to providing high quality leadership as a professional administrator.
4. Demonstrates the ability to plan and implement programs.
5. Demonstrates the ability to supervise and evaluate staff.
6. Demonstrates the written, oral, and technology communication skills for the position.
7. Demonstrates knowledge of school/school district operations.

**EVALUATION:**

Performance of full time teaching positions will be evaluated in accordance with State Board Policy.

**CONDITIONS OF EMPLOYMENT:**

It is the policy of RESA 1 to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. RESA 1 prohibits any form of racial, sexual, religious and/or ethnic harassment or violence.

**EQUAL EMPLOYMENT OPPORTUNITY:**

RESA 1 is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

**DEADLINE TO APPLY:**

Applications must be received by 4:00 pm March 16, 2018

Candidates for employment must complete an official application form that may be obtained at resa1.k12.wv.us and resa4.k12.wv.us or by calling 304.880.0320. In addition to the official application form, all candidates must submit a: 1) letter of application that describes reasons for interest in the position and personal qualifications including a description of two significant accomplishments; 2) current resume; 3) official college or university transcripts; 4) narrative of experience; and 5) minimum of three professional references who may be contracted.

Please mail or email applications to:

David Warvel

111 Fayette Avenue

Fayetteville, WV 25840

dwarvel@k12.wv.us