



ESC Region XV

San Angelo, Texas

EMPLOYMENT NOTICE

TITLE Executive Director

- QUALIFICATIONS**
- Hold an advanced degree in educational administration or a related field from an accredited university
 - Superintendent experience preferred
 - Demonstrated strong commitment to student achievement
 - Minimum of 5 years administrative experience in an educational institution
 - Successful experience in supervision of personnel
 - Knowledge of the financial operations of a public education institution
 - Demonstrated knowledge of current trends in education, instruction, efficiency and economy
 - Possess excellent oral and written communication skills
 - Knowledge of the role of Education Service Centers in providing assistance to schools
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REPORTS TO Board of Directors

JOB GOAL To provide administrative leadership ensuring the efficient, effective delivery of service to the schools of Region XV

- PERFORMANCE RESPONSIBILITIES**
- Provide leadership to accomplish student achievement goals as set forth by the Commissioner of Education
 - Work with legislators to facilitate understanding regarding role and scope of Education Service Centers
 - Work directly with client administration to ensure services meet local needs
 - Cooperate with other ESC Directors to facilitate exchange of ideas and services
 - Organize the Center staff for maximum efficiency and the delivery of service
 - Employ exempt and non-exempt staff
 - Initiate and maintain fiscal management systems to ensure appropriate accountability
 - Provide technical assistance to administrators in Region XV
 - Work cooperatively with the Regional Advisory Committee

to facilitate their input and evaluation of Center services and programs

- Perform all duties and functions as required by the Board of Directors
- Submit required reports to the Board of Directors for its approval and forwarding to the Texas Education Agency and member school districts
- Maintain records pertaining to all functions of the Center
- Maintain the Center's financial and accounting systems in compliance with regulations of the Texas Education Agency and adapted to the special management information needs of the Board of Directors, administration and staff
- Manage the cash flow of the Center and investment of idle funds
- Serve as a member of the ESC Management Steering Committee
- Serve as a member of the Commissioner's Cabinet for Regional Services
- Promote regional and municipal planning and participate with other groups engaged in other planning functions that affect all or a portion of the region
- Develop and recommend to the Board the services to be developed and/or provided by the Center
- Recommend to the Board of Directors the policies and administrative procedures that are considered necessary for educational programs in the region and supply the Board with information needed in its deliberations
- Prescribe procedures for staff evaluation and report to the Board on activities directed toward the professional improvement of staff members
- Develop procedures for evaluating the effectiveness of Center programs, recommend modifications in existing programs, and suggest new Center services that should be provided to member schools
- Understand and promote the utilization of technology for the improvement of student performance and school district efficiency

**SPECIAL
CONSIDERATIONS**

- The salary for this position is negotiable and will be determined by the Board of Directors
- Travel required (some overnight)
- Target date for announcement of finalist: June 12, 2008

**TERMS OF
EMPLOYMENT**

Effective date of employment: September 1, 2008

EVALUATION

Evaluation will be in accordance with the provisions of the Education Service Center Region XV Board policies and will be conducted annually by the ESC Board of Directors and the

Commissioner of Education

**APPLICATION
INFORMATION**

**The application and supporting information must be received
at the ESC by 5:00 p.m. on April 30, 2008.**

Please address to the attention of:
Chairman, Board of Directors
Education Service Center Region XV
612 South Irene
San Angelo, TX 76903

Application form can be downloaded from:

Website www.netxv.net
Employment Opportunities
ESC Region XV Employment

AN EQUAL OPPORTUNITY EMPLOYER
