

Regional Education Cooperative 7

Executive Director

Job Description

Position: Executive Director

Supervisor: Regional Education Cooperative 7 Board of Directors

REC Council

Qualifications:

The specific qualifications for executive director will be determined by the Lea Regional Education Cooperative 7 Council at the time of vacancy. The executive director shall have specialized training in the leadership and business administration of public schools and/or related organizations; and shall have demonstrated by suitable experience the capability of leading a staff and educational community in a continuous program of improvement.

Appointment:

The contract of the executive director shall be considered at the first regular Council meeting of the calendar year. The director will be employed on a 257-day contract; the contract may be for one (1) or two (2) years.

Responsibilities:

The executive director shall:

1. Exercise all administrative and supervisory functions delegated by the Lea Regional Education Cooperative 7 Council.
2. Provide effective professional leadership and technical advice to the Council on matters pertaining to IDEA-B, Medicaid in the Schools and other programs adopted by the Council.
3. Initiate and guide the development of policies for the Council's consideration and ensure that all policies of the Council and legal duties of the Council are implemented.
4. Interpret Council policies for staff as well as all state and federal laws and regulations relevant to the operation of Lea Regional Education Cooperative 7.

5. Administer the development and maintenance of programs designed to provide maximum utilization of funds within the cooperative. Be accountable for accurate distribution of individual district monies and for accurate monthly, quarterly and end-of-year reports by working with the Lea Regional Education Cooperative 7 business manager. Assure sound fiscal management and compliance with state and federal audit procedures.
6. Maintain records required by the Council, state and federal statutes and regulations. Provide districts with technical assistance in the interpretation of special education laws and regulations.
7. Prepare the agenda for each Council meeting; notify Council members in advance of the items to be discussed and set up dates, times and locations of meetings.
8. Attend all Council meetings. Prepare a report of monthly activities for the Council and provide information as needed.
9. Serve as the official representative of the Council in relations with the State Department of Education and other applicable agencies in matters pertaining to all programs adopted by Lea Regional Education Cooperative 7.
10. Conduct studies and appraisals of the development and needs of all districts and make recommendations to the Council. Encourage ideas and active participation in the development of programs among personnel. Develop objectives to address specific problems facing local educators, administrators, teachers, educational assistants, staff, parents, etc., that work with students.
11. Arrange and coordinate in-service training for each school district as needed. Assist directly and indirectly with the training and technology needs to facilitate success for all involved with educating all students. Assist the business manager in the financial arrangements of all workshops and in-services through the Lea Regional Cooperative 7.
12. Strive to enhance cooperation between the public school, community, state and federal agencies.
13. Provide districts with technical assistance for state and federal monitoring activities.
14. Define job requirements and responsibilities for Lea Regional Cooperative 7 personnel. Conduct evaluations of all Lea Regional Education Cooperative 7 contracted personnel and office staff. Assist personnel with professional development plans as applicable. Recommend to the Council all employment, reemployment, termination, dismissal discharge of staff.
15. Serve as recruitment agent for Lea Regional Education Cooperative 7.
16. Serve as a parent advocate when requested.
17. Perform other duties as assigned by the Lea Regional Education Cooperative 7.

Separation:

The executive director may be separated from service with the Council upon a majority vote of the full Council.

Resignation:

The executive director may resign upon providing the Council with proper notice of the intention to resign. The notice will be in conformance with contractual and statutory provisions.

Compensation and Benefits:

The executive director's compensation and benefits will be established by the Council and may be renegotiated at the time of issuance of contract or upon the preparation of yearly compensation schedules.

Retirement:

The executive director will be subject to the same retirement conditions as the total staff and will be entitled to all retirement benefits accumulated during total services as provided by statute.¹

Travel Expenses:

The executive director shall keep informed of current educational thought and practice by study, by visiting school districts, by attendance at educational conferences, by participation in professional organizations, and by any other appropriate means.

The expenses of the executive director for such travel will be paid by the Council. This expense item will be a part of appropriate yearly budgets and will follow all requirements of the Mileage and Per Diem Act.

¹ Legal Reference: Educational Retirement Act 22-11, NMSA, 1978

Evaluation:

The Council will evaluate the executive director in terms of the efficiency of the operation and accomplishments of the total REC program on an annual basis.

Council-Executive Director Relations

Annual Reports:

Ongoing reports, verbal and/or written, describing the progress of the REC in terms of goals achieved, objectives reached, and standards responded to shall be made to the Council, along with recommendations for improvement.

The annual report may include, but not be limited to:

- Demographic data related to each school district/agency served.
- Budget use for each of the REC’s programs.
- Plans and programs for staff improvement, including both REC and district staff.
- An overview of programs in progress; plans for any innovative, experimental and/or new programs.
- Reports on anticipated changes in state and federal statutes or regulations, which may impact program offerings.
- Needs of the REC office and staff.
- Proposals for policy changes or improvements.
- Ongoing evaluation of staff.
- Staff recruitment efforts.

Administration in Policy Absence:

In cases where action must be taken with the cooperative and the Council has provided no guidelines for administrative action, the executive director shall have the power to act. The decisions shall be subject to review by the Council at its regular meeting. It shall be the duty of the executive director to inform the Council promptly of such action and of the need for policy.

Delegation of Authority as Hearing Officer:

The Lea Regional Cooperative 7 Council acknowledges the following:

- (1) Under the provision of NMSA 1978, Section 22-4-4D¹ the Council must approve the employment, termination, or discharge of all personnel upon

recommendation of the executive director; (2) The Council has the power and duty under Section 22-5-4C² to delegate administrative and supervisory functions to the executive director; and (3) In the course of supervising and administering the daily operation of the REC, circumstances arise in which the executive director is called upon to take action with regard to employees within the REC.

The Lea Regional Cooperative 7 Council therefore delegates to the executive director the authority and responsibility to act as hearing officer or hearing authority for the purposes of hearing or reviewing facts, deciding appropriate disciplinary action, or reviewing disciplinary actions of other designated administrators, consistent with procedures established by state law or regulation or Council policy. Instances in which the executive director may exercise such delegation of authority include, but are not limited to, the following circumstances:

- 1) In effecting the immediate and temporary suspension with pay of employees, whether certified or non-certified, where alleged misconduct of the employee is so severe or extreme that the executive director in his sole discretion determines such immediate action to be necessary to preserve the health, safety, or welfare of students or other employees of districts or the REC or to assure the continued efficient operation of the REC. No appeal to the Council from such action may be had unless the executive director also recommends Council action to suspend such employee without pay or to terminate or discharge such employee.

¹Legal Reference: 22-4-4D NMSA, 1978 Comp.

²Legal Reference: 22-5-4C NMSA, 1978 Comp.

- 2) In offering employment to prospective employees in the interim between Council meetings where such offer is necessary to obtain qualified staff, so long as all such offers are expressly conditional on the subsequent recommendation to and approval of the Council.
- 3) In reviewing complaint or grievance resolution proceedings as set forth in Council policy and in determining whether particular issues are subject to such grievance procedure.

The delegation of authority provided herein may not to be used in a manner contrary to state law or regulations or to deny any employee rights to which he or she may otherwise be entitled. The council may expand the delegation prescribed herein in appropriate circumstances. The enumeration of delegated authorities to the executive director shall not be construed to limit the authority of the executive director to take such further actions as may be necessary to administer programs or to execute Council policy, unless such authority is reserved to the Council by state law.¹

Delegation of Authority as Procurement/Purchasing Officer:

The Lea Regional Cooperative 7 Council delegates to the executive director the authority and responsibility to obtain a Chief Procurement Officer License and act as procurement/purchasing officer for Lea Regional Cooperative 7 within federal, state, and local regulations and policies. All such purchases and procurements are subject to the Procurement Act and to Council review and/or approval.

¹Legal Reference: 22-4-4C-D, NMSA, 1978