File: CBA/CBC

**Qualifications/Powers and Responsibilities of Executive Director**

TITLE: Executive Director

QUALIFICATIONS: 1. Must hold or be entitled to hold a valid Colorado type D certificate, preferably with the superintendent’s endorsement or an appropriate Colorado Administrators License.

2. Shall have demonstrated educational leadership, ability to work with diverse school districts and student populations, had previous teaching and administrative experience, and had previous experience working with educational service agencies.

3. Shall have had budget experience and knowledge of state and federal laws as pertains to the structure and function of school districts and Boards Of Cooperative Services. In addition, the executive director must be knowledgeable about federal and state laws governing special education.

4. Such alternatives to the above qualifications as the Board

may find appropriate and acceptable.

REPORTS TO: Board of Directors

SUPERVISES: Directly or indirectly all employees of the BOCES

JOB GOAL: To serve as chief administrator of the BOCES and to perform

all duties and functions required by the Board.

PERFORMANCE RESPONSIBILITIES:

The executive director shall be responsible for the general management of the

BOCES in accordance with applicable state and federal law and the policies of the

Board. The executive director shall provide overall direction to the BOCES’s

activities and its personnel, administer the policies of the Board, conserve the

BOCES’s assets and resources, and maintain and enhance the BOCES’s standing

in all its internal and external relationships.

1. **Operations.** The executive director shall:
   1. Manage the work of all personnel in planning and program development and direct the activities of the BOCES. The executive director may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish the ultimate responsibility for results.
   2. Report to the Board the progress and status of the programs and activities of the BOCES.
   3. Inform the Board on all matters of major importance or significance to the BOCES’s activities and programs.
   4. Design and coordinate the evaluation of BOCES’s services by member school districts, BOCES staff, the superintendents’ advisory committee and the Board.
2. **Organization.** The executive director shall:
   1. Establish and maintain an administrative organization, which provides for the effective management of all the essential functions of the BOCES.
   2. Recommend proposed revisions to the organization of the management structure including the establishment, elimination or revision of administrative positions.
3. **Personnel.** The executive director shall:
   1. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation; and salary administration.
   2. Ensure the maintenance of an adequate staff of properly trained

administrative and supervisory personnel.

* 1. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
  2. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
  3. Recommend salary increases and salary adjustments for all personnel.
  4. Develop and recommend to the Board job classifications for all new positions.

1. **Finances.** The executive director shall:
   1. Direct the development of the annual budget of the BOCES.
   2. Review and recommend programs and supporting data for funds to be included in the annual budget of the BOCES.
   3. Provide for the overall management of the BOCES’s financial activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the BOCES.
   4. Assist directors in maintaining economy and efficiency in the operation of their programs.
   5. Maintain active contact and familiarization with all local, state, federal and philanthropic programs, which provide or could provide financial assistance to the BOCES and its member districts.
2. **Relationships.** The executive director shall:
   1. Act as professional adviser to the Board.
   2. Attend meetings of the Board.
   3. Prepare the agenda for all meetings of the Board.
   4. Participate in the affairs of local, state and national professional

organizations.

* 1. Serve as a representative of the BOCES at meetings on the local, state and national level.
  2. Maintain a cooperative working relationship between the BOCES and its member districts, the community and community agencies.
  3. Establish an annual calendar to coincide with the calendars of member school districts to avoid conflict or inconvenience to the districts or the BOCES.
  4. Establish and maintain such other relationships within and outside the BOCES as required to carry out the executive director’s responsibilities.

Adopted: July 15, 2015