

CSRA RESA

Job Description

Position:

CSRA RESA Executive Director

Qualifications/Experience:

1. Hold or be eligible for a Georgia Certificate in Educational Leadership
2. Hold an Education Specialist degree or higher in Administration and Supervision or Educational Leadership
3. Have at least five years of successful educational leadership experience in a school system or educational setting, including successful experience in areas of management and budgeting
4. Have at least three years of successful classroom teaching experience

Reports to:

CSRA RESA Board of Control

Job Function:

The role of the Director is to have general administrative and supervisory responsibilities for the operation of the Agency serving at the wishes of the Board of Control, the primary objective being to serve all the schools in the various systems for the purpose of improving the quality of education.

PERFORMANCE RESPONSIBILITIES:

TASK 1: PERFORMS AS EDUCATIONAL LEADER OF THE RESA:

1. Supervises and evaluates employees.
2. Oversees planning and evaluation of programs, services and standards.
3. Prepares long and short-term goals for the RESA.
4. Communicates vision mission to RESA personnel.
5. Participates in professional activities to enhance knowledge and skills.
6. Maintains a current knowledge of developments in educational programs and services.
7. Facilitates communication between RESA and member systems.
8. Develops an acceptable RESA calendar.
9. Oversees accountability of the RESA Standards of Service.

TASK 2: SERVES AS CHIEF EXECUTIVE OFFICE OF THE BOARD OF CONTROL:

1. Administers RESA board policies, either personally or by assuring the implementation of policies and regulations through delegation to appropriate staff.
2. Reports to the RESA board the status of programs.
3. Recommends actions and alternatives to the board.
4. Acts as liaison between the RESA board and RESA personnel.
5. Informs the board of current trends and developments in education.
6. Administers programs and services provided by the RESA board, including seven specific shared services identified in law and assistance designed to address documented local needs.
7. Serves as executive secretary to the board.
8. Prepares an agenda for each board meeting in cooperation with the board chairperson and in conformity with board policy.
9. Assists the board in the continuous evaluation of CSRA RESA's programs.

TASK 3: OVERSEES STAFF PERSONNEL MANAGEMENT:

1. Administers personnel policies and programs.
2. Maintains current job descriptions for all personnel.
3. Develops and implements a recruitment plan.
4. Recruits and recommends the assignment of personnel to positions and programs.
5. Plans and implements a personnel evaluation system that identifies the strengths and weaknesses of employees of the RESA.
6. Oversees the planning and evaluation of the professional learning program to address identified needs.

TASK 4: OVERSEES FACILITIES MANAGEMENT:

1. Maintains and implements policies and procedures for the use of RESA property.
2. Ensures the maintenance of RESA property.
3. Oversees and implements policies and procedures for safe RESA facilities.

TASK 5: OVERSEES FINANCIAL MANAGEMENT:

1. Reports to the board on the financial condition of the RESA.
2. Prepares a detailed annual agency budget and interprets and presents it to the board for adoption.
3. Ensures that expenditures are within limits approved by the board.
4. Monitors compliance with policies and laws.
5. Establishes and monitors procedures for procurement of equipment and supplies.
6. Deposits and disburses all agency funds and makes financial reports to the board.
7. Directs the expenditures of the agency funds and those of any programs assigned to it within the adopted budget and maintains proper accounting for such funds subject to annual audit by the state auditor.

TASK 6: DIRECTS PUBLIC RELATIONS ACTIVITIES:

1. Involves the appropriate publics in planning and problem solving for the RESA.
2. Articulates educational programs and services to the RESA public.
3. Maintains contact with appropriate agencies.

Terms of Employment:

Salary and work year to be according to the current schedule

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.