



Executive Director

Reports to: Executive Committee of AEA Chief Administrators Date: November 2018

Job Summary:

Serves as executive officer of the Iowa Association of Area Education Agencies (IAAEA) responsible for leading, managing, guiding and administering the goals of the AEA Chief Administrators, including the direction and operation of all IAAEA programs, services, finances and personnel resources. Promotes a collaborative AEA system community and facilitates the work of AEA's for the continuous improvement of educational programs and services. Advocates AEA system needs and develops and maintains successful partnerships with education stakeholders and elected officials to ensure cohesive and quality supports for schools and families in meeting the learning needs of Iowa children.

Qualifications:

1. MA degree in education or, alternatively, comprehensive training in executive leadership.
2. Demonstrated success as a school superintendent or educational service agency leadership and/or public policy experience(s) at the state and national level.
3. Five years of professional experience in PK-12 education.
4. Proven legislative advocacy experience at the local and state level.
5. Such alternatives to the above qualifications that the Executive Committee of the AEA Chief Administrators may find appropriate and acceptable.

Essential Functions

1. Facilitates strategic system support and ensures the IAAEA system actions lead to improved services in areas of responsibility, e.g. equity, efficiency, excellence in student learning.
2. Develops and maintains positive and constructive partnerships with the Iowa Department of Education, school districts and other key educational partners to meet the learning needs of Iowa children and youth.
3. Provides vision and leadership in the management of the IAAEA system and assures fiscally responsible and efficient operation of IAAEA services and resources.
4. Administers compliance functions to help insure IAAEA meets state and federal regulations and IAAEA policies and procedures.
5. Oversees a systematic legislative advocacy effort to keep AEA stakeholders aware of state and federal legislative initiatives and to inform policy makers and key stakeholders about the role and benefits of AEA's as part of the Iowa educational system.
6. Recruits, manages, supervises and evaluates effectiveness of designated staff and promotes an engaged learning environment that supports ongoing development and access to necessary resources.

Additional Responsibilities

1. Demonstrates self-discipline and initiative to produce high-quality, organized and dependable results.
2. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
3. Develops and maintains effective team functioning through collegial problem solving and coaching.
4. Develops and maintains proper and adequate records and documentation in accordance with federal and state rules and regulations and IAAEA policies and procedures.
5. Conveys a positive and professional image to staff and public.
6. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities

1. Ability to communicate effectively and maintain positive working relationships with a variety of partners and stakeholders.
2. Ability and willingness to be flexible and respond to the changing needs of clients and the IAAEA system.
3. Strong organizational and analytical skills and ability to problem solve with individuals, groups and teams.
4. Ability to develop, plan and complete long-range and short-range plans and manage projects creatively and collaboratively.
5. Ability to apply and integrate technical knowledge, techniques and expertise into a manner that facilitates positive development and continuous improvement.
6. Effective presentation and group facilitation skills.
7. Demonstrated managerial skills including the ability to plan, direct, assess, organize and coordinate projects and administer sound business practices.
8. Ability to facilitate diverse groups in identifying issues and forging consensus.
9. Ability to integrate varied programs and services into an effective, cohesive statewide effort.
10. Ability to promote, establish and maintain a productive working and learning environment.
11. Ability to effectively monitor, evaluate, direct and develop personnel resources.
12. Ability to proactively educate and guide state and/or federal policy makers regarding issues that impact the AEA system and services.
13. Customer-oriented communication skills with sensitivity to staff and community.
14. Progressive, visionary and innovative in anticipating and responding to trends and issues in education.
15. Ability to read, write and interpret documents, apply appropriate mathematical concepts and use and integrate technology efficiently in daily work.
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Physical Requirements

1. Travel as needed to fulfill duties and responsibilities, including statewide and national travel.
2. Normal, routine levels of bending, carrying, lifting, climbing, reaching, sitting, standing, and walking.