



southeastern
cooperative
educational
programs

administrative office | 6160 KEMPSVILLE CIRCLE * SUITE 300B
NORFOLK, VIRGINIA 23502 | OFFICE (757) 892-6100 | FAX (757) 892-6111

SECEP is an Equal Opportunity Employer

VACANCY ANNOUNCEMENT

(Requires the completion of an Employment Application, cover letter, resume, and three current reference letters)

POSITION TITLE: Executive Director
TERMS OF EMPLOYMENT: 12 Month -261Days
SALARY RANGE: \$97,380--\$163,245
FSLA: Exempt
REPORTS TO: SECEP Joint Board and Committee of Superintendents

The Southeastern Cooperative Educational Program (SECEP) is a regional public-school cooperative serving eight public school divisions in the Hampton Roads region of Virginia. SECEP offers five programs: the Re-ED Program for children with emotional disabilities, the Autism Spectrum Program (ASP), EBIC's Program for children with multiple disabilities, The Tidewater Regional Alternative Educational Program (TRAEP) and The REACH Program for children with complex health needs. SECEP serves approximately 1400 students in both freestanding buildings and 70 comprehensive schools in the Tidewater region.

PRIMARY FUNCTION: SECEP is searching for an Executive Director. The Executive Director is responsible for the leadership, administration and implementation of educational programs sponsored by the eight participating school systems. The position requires oversight of 800 employees that provide comprehensive educational programming to a highly diverse and challenging population of students. This position supervises a moderately large staff of professionals and support personnel. The ability to perform outreach in the community and collaborate with school district personnel will be essential to success in this position. The position will be based in the Norfolk, Virginia area and services will be provided throughout greater Southside Hampton Roads

QUALIFICATIONS:

- Demonstrates the leadership qualities and personal characteristics necessary for working effectively with students, teachers, parents, and staff of local school systems and community agencies.
- Experience in academic and behavior programming for children/adolescents with emotional disabilities, intellectual disabilities, and autism; experience with other severely handicapped children desired.
- Possess or be eligible for a Virginia License in K-12 Administration and Supervision
- A minimum of 10 years supervisory experience.

- Demonstrated experience and leadership in the collection, analysis, and presentation of data to support instruction and programming.

ESSENTIAL RESPONSIBILITIES:

- Serves as the leader in the development, review, and implementation of SECEP Programs.
- Works in concert with the Executive Officer and Committee of Superintendents from participating school systems in support of its work with the SECEP Board including:
 - a. Attends and participates in meetings of the Board;
 - b. Advises the Board of the need for new and/or revised policies;
 - c. Insures that all policies of the Board are implemented;
 - d. Prepares recommendations for Board consideration relative to all matters requiring their action, including personnel;
 - e. Prepares necessary and helpful facts, information and reports as needed by the Board to insure the making of informed decisions;
 - f. Informs the Board about the practices and problems of the educational programs and activities operating under the Board's authority.
- Reviews, analyzes, and measures that the instructional and behavioral programming provided to SECEP students is adequate and consistent with SECEP’s mission and beliefs.
- Develops and maintains friendly and cooperative relationships with the school divisions.
- Supervises the preparation of the annual budget, which reflects budgetary priorities based on verified needs of the staff, facilities, equipment, and materials and supplies to maintain and improve the quality of the instructional program. Collaborate with the school divisions to establish a plan involving school property.
- Maintains accurate financial records and implements the necessary internal controls to ensure the proper expenditure of funds are in line with procurement regulations and guidelines.
- Directs the preparation of state and district reports.
- Supervises SECEP Central Administrative staff that includes Operations, Human Resources, Technology, and Accountability.
- Acts as a public advocate for SECEP whenever possible and seeks opportunities to present information about SECEP in a positive and articulate manner.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other unit members.

- Performs all other duties as directed

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information.

Human Interaction: Requires the ability to maintain a cordial and effective relationship with co-workers, visitors, and clients.

Equipment, Machinery, Tools, and Materials Utilization: Requires capacity to use equipment, devices, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and requires ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to identify problem resolution.

ADA COMPLIANCE:

Physical Ability: Tasks may involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials. Tasks may involve extended periods at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

SECEP will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION:

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

POSTED: June 23, 2016

APPLICATION DEADLINE: July 15, 2016

START DATE: Based on candidate availability