

REGIONAL CENTER OF EXCELLENCE DIRECTOR



Department:	Regional Center of Excellence
Reports To:	Executive Director
Group/FLSA Status:	Administrator / Exempt
Revised:	7/29/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Regional Center of Excellence Director is responsible for providing direction and oversight to center staff; program development, implementation, and monitoring; and general administration of the Regional Center of Excellence.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Oversees efforts to provide support to school site leadership teams;
- Provides assistance and support to school districts in implementing research-based interventions and practices to increase student achievement;
- Develops partnerships with regional service cooperatives, post-secondary institutions, school districts, MDE, and others;
- Assists school districts in developing similar partnerships;
- Ensures school districts have support for implementation of the common principles of effective practice;
- Develops and monitors the budget;
- Supervises Regional Center of Excellence staff;
- Work closely with Educational Services Division
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Regional Center of Excellence Director;
- Comprehensive knowledge of evidence-based instructional practices or strategies; equity, effective instruction, facilitation processes and implementation practices
- Thorough knowledge of professional development and assessment;
- Ability to demonstrate confidentiality and function under stressful situations;
- Ability to establish and maintain effective working relationships with regional service cooperatives, post-secondary institutions, school districts, MDE, and others;
- Ability to handle a variety of assignments or problems independently;
- Ability to deal with and resolve difficult problems;
- Ability to apply a variety of procedures and practices;
- Ability to process and use complicated data;
- Ability to communicate effectively, both verbally and in writing, with regional service cooperatives, post-secondary institutions, school districts, MDE, and others;
- Ability to present effectively to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's Degree with experience in planning, implementing, and monitoring school improvement;
- Highly qualified, licensed educator or administrator with building or district leadership and supervision experience preferred.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Educator or School Administrator License preferred;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Executive Director;
- Responsible for supervision of staff, consisting of a small group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.