**NKCES EXECUTIVE DIRECTOR**

**Job Description**

QUALIFICATIONS OF EXECUTIVE DIRECTOR

The Executive Director must have demonstrated competence and ability as an educational leader and be prepared to demonstrate the following capacities:

* Leadership
* Communication
* Initiative
* Problem-Solving

DUTIES OF CHIEF EXECUTIVE OFFICER

1. Serves as Chief Executive of NKCES.
2. Serves as Secretary and Treasurer of the Board.
3. Administers all Coop programs and provides supervision over NKCES activities and operations.
4. Prepares, in conjunction with the Chairperson of the Board, the agenda for each Board meeting and organizes monthly meetings of the Board.
5. Oversees the preparation of minutes and proceedings of the board.
6. Develops surveys, summaries and reports as authorized and/or requested by the Board. Maintains NKCES records.
7. Prepares budgets for adoption by the Board of Directors.
8. Provides oversight and administration of grants received to support various Cooperative initiatives.
9. Employs and supervises staff in positions authorized by the Board of Directors.
10. Conducts annual evaluations of staff.
11. Serves as liaison between Northern KY University, Gateway and Thomas More Colleges, the Coop, and member districts.
12. Develops and implements Instructional Leadership Training Programs for superintendents and other administrators of member districts.
13. Plans and implements professional development opportunities for member districts.
14. Meets regularly with various administrative groups from member districts to recognize and respond to emerging needs and to provide networking opportunities.
15. Plans and implements instructional support and profession development services that help support identified needs of member districts.
16. Conducts regular meetings and/or communications with Instructional Supervisors and Professional Development Coordinators from member districts.
17. Meets regularly with and maintains records for committees appointed by the board.
18. Designs and implements unified purchasing for member districts.
19. Serves as the Cooperative’s liaison with Kentucky Department of Education and State Education Groups, i.e., NKY Ed Council, KASA, KASS, EPSB, etc.
20. Serves as a liaison to the Northern KY and State Business Associations, such as the Chamber of Commerce.
21. Serves as a member of the Kentucky Association of Educational Cooperatives.
22. Represents the Board and school districts through inter-agency collaboration and attendance at regional, state and national conference and meetings.
23. Supervises day-to-day activities of the Coop.
24. Performs other duties as assigned by the Board of Directors.