

**Green Hills Area Education Agency
Administrator Job Description**

Position Title: Regional Administrator

Assignment Level: Administrative

Qualifications: A regional administrator must be able to communicate effectively and maintain effective working relationships. They must be willing and able to function collaboratively as a member of various teams. A regional administrator must have a customer-service orientation, be well organized, be innovative and problem resolution focused, and they must have a demonstrated desire to remain current on educational practice and legal issues. Ideally, a regional administrator possesses a good working knowledge of educationally relevant technology. They must possess a Master's or Specialist degree, or higher, and have completed an administrative program, meet Iowa standards for and hold a current Iowa Professional Administrator License. Five years of experience in PK-12 education required and a background in special education preferred.

General Description: The regional administrator position is devoted to fostering collaborative partnerships with districts served by their regional office, supervision of staff assigned to them, facilitation of assigned agency-wide programs and services, and general management of an assigned regional office. Work of the regional administrator involves both general and special education services. The regional administrator promotes and models the agency vision, mission, principles and beliefs

Reports to: Associate Administrator

**General
Responsibilities:**

1. Plans and coordinates the Green Hills Area Education Agency services provided to a designated geographic region as prescribed by the policies of the Green Hills Area Education Agency Board of Directors.
2. Oversees and facilitates agency-wide assigned programs and services, Examples include but are not limited to the following: Special Education Services, Early Access/Early Childhood Services, Gifted and Talented Services, ELL, 504, Equity Services, Curriculum & Assessment Services, and School Improvement.
3. Provides support and supervision to designated assigned staff members.
4. Manages assigned office(s).
5. Establishes and maintains a positive working relationship with state and local agencies whether private or public.
6. Performs all services in accordance with the established policies, procedures, and philosophies of the Green Hills Area Education Agency and rules and regulations of the state of Iowa Department of Education.
7. Attends work regularly.

**Specific
Responsibilities:**

1. Serves as the administrative liaison between the AEA and local schools and participates as a member of the local school administrative team when requested;
2. Coordinates and manages a full continuum of educational programs and services options to meet district, building, classroom, and individual student needs, in cooperation with each local district.
3. Ensures appropriate programming for students requiring special education, according to Iowa Code.
4. Establishes a staffing pattern that ensures uniform services to all students.
5. Identifies and responds to local education agencies' needs by providing leadership in seeking solutions and appropriately meeting their outcomes.
6. Promotes appropriate programming for all students.
7. Supports local teams in the development and implementation of school improvement.
8. Establishes, implements and evaluates Agency activities in response to best practices and changing client needs.

9. Promotes a collaborative learning environment. Manages, supports the professional development, supervises and evaluates effectiveness of designated staff.
10. Assists the HR Director and other members of the AEA administrative team with recruitment, screening and interviewing applicants for employment in accordance with Agency policies. Accepts primary responsibility, in collaboration with the HR Director, for recruitment and hiring in the program and service areas for which they are the administrative liaison.
11. Participates in projects, committees or activities to support the mission of the programs, regions, and Agency.
12. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
13. Develops and maintains effective team functioning through collegial problem solving, coaching, and mentoring.
14. Assures equitable distribution of Agency services to each local school.
15. Performs other such duties as may be assigned.

Terms of Employment: 227 day administrative contract. Salary and benefits to be established by the GHAEA board.

Evaluation: Evaluation of this position will be in accordance with board policy.