

Agency Administrator**Exempt: YES**

Non-exempt:

Revised 6-26-06

Current Position Title: Agency Administrator**Department:** Administration**Reports to (position):** Board of Control**Supervises (position):** Directors, Executive Assistant/Office Manager (Directly) and All Employees (Indirectly)**Job Summary:**

The Agency Administrator functions as the CEO and legal agent of the CESA 7 agency, the non-voting secretary of the Board of Control, and the advisor to the Board of Control on agency matters. The Agency Administrator conducts meetings of district administrators of the CESA 7 agency school districts, works closely with the CESA 7 directors who oversee CESA 7 programs and services, meets with other CESA administrators and the state superintendent as expected, and represents the agency on a number of community councils and boards.

Common Responsibilities:

1. Projects a positive and courteous attitude and image to customers, students, and community.
2. Possesses and demonstrate strong interpersonal communication skills.
3. Pursues continuous improvement through a professional development plan.
4. Maintains confidentiality of CESA 7 internal matters and complies with any legal confidentiality requirements as to student information, health records, or other similar information.
5. Complies with all CESA 7 policy or administrative directives.
6. Possesses and demonstrates strong organizational skills, including maintaining an organized office space and classroom space.

Primary Functions or Responsibilities:

1. Is the chief executive officer and legal agent, acts as the nonvoting secretary to the Board of Control, and performs those functions required by law for this position.
2. Acts in the capacity of an advisor to the Board of Control on agency matters, attends Board meetings, and makes recommendations to the Board on all procedures.
3. Prepare and provides the Board of Control with information and reports necessary to keep the Board informed of current practices, needs and developments in the areas of concern to the agency.
4. Is knowledgeable of modern school programs and the needs of schools of various types and sizes and presents this information to school personnel as needed.
5. Calls and conducts meetings of the Professional Advisory Council (PAC) to obtain its counsel for the Administrator and the Board of Control. This Council shall be composed of the school district administrator of each school district in the agency.
6. Attends meetings called by the State Superintendent.
7. Prepares agendas for meetings of the Board of Control, Annual Convention, and Professional Advisory Council.
8. Interviews and recommends to the Board of Control the properly certified candidates who are to provide services for the schools of the agency.
9. Serves as a member *of* or assigns a designee to the various CESA administrators' committees and program advisory boards.
10. Maintains an office with the necessary facilities and technology for communication with school districts and the personnel to provide services.
11. Is responsible for the management of the CESA 7 office which includes responsibility for:
 - Hiring of staff members, carrying out of job descriptions, and recommending salaries of agency office employees.

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- Preparation and supervision of the administrative budget and program budgets.
 - Supervision of all budgeting and financial procedures including accounting, payroll and purchasing.
 - Federal and State reports as required.
 - Maintenance of records such that State and Federal aids may be legally claimed, received, and properly accounted.
 - Maintenance of a property inventory for the agency.
 - Supervision and evaluation of all agency personnel. Evaluation of department personnel is delegated to Project Directors. The Administrator shall have responsibility for direct evaluation of Project Directors with formal evaluation every two years.
 - Maintenance of current insurance policies and recommendation of changes when needed.
 - Investments of CESA funds in accordance with Wisconsin law regarding the investment of public funds.
12. Provides for the gathering of statistical data for and from CESA 7 school districts and disseminating related information.
 13. Jointly with the Chair of the Board of Control audits the bona fide expenditures of the agency and signs authorized vouchers and proper billing for CESA services.
 14. Is bonded in accordance with State law and as directed by the Board of Control.
 15. Recommends new policies, or revisions to present policies, to the Board of Control.
 16. Is responsible for administering and enforcing the policies, rules and regulations of the Board of Control.

Secondary Functions or Responsibilities:

1. Jointly with the Board of Control develops a system of determining services desired by individual districts and executes contracts for these services between the agency and the school district.
2. Promotes new programs and services, which can serve the students and staff of the school districts.
3. Serves as a facilitator between the state and local districts in matters relating to the CESA operation.
4. Carries on those activities, which will provide for a business and professional like operation of the agency in keeping with the purpose of Chapter 116 of the Wisconsin Statutes.
5. Is responsible for news releases to the press and other CESA publications.
6. Is responsible for keeping all CESA property and equipment in good repair.
7. Is responsible for supervision of various CESA offices throughout the CESA 7 area and makes office location recommendations to the Board of Control for various program offices.
8. Shall perform other duties as assigned or required by law or the Board of Control.

Qualifications:

1. Possesses a school district administrator's certificate issued by the Department of Public Instruction of the State of Wisconsin, preferably a Doctorate degree.
2. Has had at least five years of experience as a school district administrator.
3. Has other qualifications as deemed necessary by the Board of Control.
4. Possesses high degree of knowledge and understanding in school improvement, curriculum, assessment and professional development best practices.
5. Has expertise in facilitating meetings and group processes.
6. Has expertise in knowing the varying and growing needs of school districts.
7. Has experience in managing budgets.
8. Possesses skills in and/or is willing to learn necessary CESA 7 hardware functions and software applications.
9. Possesses either a valid driver's license and access to an insured motor vehicle, or other timely access to private transportation, to facilitate assignments to classroom sites, meetings, or other off-site destinations.

Physical Requirements:

1. Ability to lift or maneuver up to 50 pounds with or without reasonable accommodation.
2. Ability to transport, set up and operate various office equipment such as computers, projection units, printers, displays and the like.

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Approved: Board of Control Date: _____

I have read and agree to fulfill the duties of this job description.

Name: _____ Date: _____