



POSITION VACANCY

Date: March 1, 2022
Position: Executive Director
Calendar Length: Full Time, 260 days
Salary Range: Commensurate with experience and education
Benefits: Competitive Benefits Package including Indiana State Teachers' Retirement Fund (TRF) or Indiana Public Employees' Retirement Fund (PERF), 403 (B) plan available
Position Timeline: Full-Time Status starts July 1, 2022.

Wilson Educational Service Center (WESC) is committed to providing high-quality, innovative programs and exceptional service that improve student achievement and create efficiencies for members.

EXECUTIVE DIRECTOR

Job Description

The Executive Director is the chief executive officer with the authority to manage and direct the affairs of WESC under the statutory provisions of the state and the policies and regulations established by the Governing Board (Board). It is the duty of the Executive Director to administer the policies of the Board and provide leadership for WESC. The Executive Director is the professional consultant to the Board and submits recommendations regarding the operation of WESC to the Board for consideration.

The Executive Director coordinates the functions of WESC and its personnel, makes decisions regarding functions and actions of WESC, appraises the progress of WESC and work of its personnel, serves as an innovator and resource person for the improvement of the program, and sets an image for WESC as an educational leader. The delegation of responsibility and authority for the operation of WESC is one of the Executive Director's prime duties. The direct responsibility to the Board for all functions of WESC rests with the Executive Director.

Job requirements:

- Advanced Degree (e.g. Ph.D., Ed.S., Ed.D., MBA)
- Educational Administration experience preferred
- Background in curriculum, professional development, or school budgeting and accounting preferred

Performance Responsibilities

- Administers WESC and assigns staff members subject to the approval of the Board.
- Attends or is represented at all meetings and conferences of the Board.
- Prepares and submits to the Board for its approval, policies, and programs which the Executive Director believes are needed for the proper operation of WESC and its programs.
- Assists the Board in reaching decisions and establishing policies by placing before the Board facts, information, and reports resulting from investigation and research.
- Prepares specifications for all equipment and material for securing quotations and bids and authorizes legal advertisements and documents.
- Prepares a yearly financial budget for submission to the Board.
- Recommends all WESC staff members to the Board for appointment, reassignment, or dismissal; recommends the revision of salary schedules for all personnel; keeps on file all applications for employment and proper data concerning all personnel.
- Promotes measures for the safety of personnel and proper care and use of all property.
- Submits all reports which are required by law and by the Board.
- Manages daily operations and makes recommendations to the Board regarding facilities and equipment.
- Makes efforts toward seeking and acquiring State and Federal funds to be used in the growth and improvement of the program.
- Serves as the Chairperson for the ISESC Worker Compensation Trust and fulfills the executive and management roles of the trust.
- Serves as the liaison to the Department of Administration for the K-12 Indiana Purchasing Program for Schools.
- Communicates and collaborates with designated representatives from the Indiana Department of Education.
- Is a member of and collaborates with the ESC of IN for the benefit of WESC and other ESCs.
- Performs other duties authorized by the Board essential to the effective operation of WESC.

Interested applicants should submit an application to:
Mr. Paul Ketcham at pketcham@batesville.k12.in.us
Questions? Contact Mr. Ketcham at 812-934-2194.

This notice expires March 31, 2022 but may be extended

Position may be filled at any time

WESC IS AN EQUAL OPPORTUNITY EMPLOYER

WESC adheres to all applicable employee rights regulations under Federal laws and affirmative action programs that prohibit workplace and employment discrimination on the basis of age, creed, disability, national origin, race, religion, genetics, or gender.