

Position: Sublette BOCES Director

Location: Pinedale, Wyoming

Position Goals: It is the BOCES Director's responsibility to provide leadership in administering, promoting, developing, and maintaining the best possible educational programs and services that meet SCSD #1, Sublette BOCES, and WWCC board goals and objectives; and to work collaboratively with and facilitate positive relationships with SCSD #1 and/or post-secondary institutions, community organizations, students, and parents.

This includes overseeing a robust community grants program that provides a wide variety of educational opportunities for students at Sublette County School District #1 (SCSD #1) and the community, overseeing a director and employees who provide an early child education program (BEEP), organizing a wide variety of community (adult and youth) educational programs, and overseeing various other employees and operations at BOCES.

Qualifications: Bachelor's degree from an accredited college or university is required. A background in education, and/or administration is preferred but not required.

Knowledge, Skills, and Abilities:

1. Communicates ideas and directives clearly and effectively
2. Works harmoniously and effectively with individuals and groups
3. Makes sound and practical decisions
4. Demonstrates a thorough understanding of and experience in sound management practices
5. Delegates authority while maintaining accountability
6. Experienced in and knowledgeable of effective team management strategies
7. Provides a positive leadership example for BOCES personnel
8. Advocates for continuing education within the community
9. Prepares and submits various state reports in a timely fashion, such as budgets, Wyoming retirement, grants, etc.
10. Facilitates regular policy development and strategic planning with the Board of Trustees.

Supervised by: five-member Board of Trustees, four appointed from SCSD #1 Board of Trustees and one appointed from WWCC.

Supervises: all BOCES personnel and program volunteers.

1.0 Essential Functions:

1.1 Analyzes a variety of data (e.g. BOCES grant requirements, program eligibility requirements, program evaluation, statistics, financial aid, etc.) for the purpose of providing current and applicable information to all stakeholders (e.g. students, parents, BOCES board, SCSD #1 and WWCC personnel), including a needs assessment and program evaluation data.

1.2 Collaborates with various SCSD #1 groups and personnel for the purpose of improving the educational experiences of SCSD #1 students.

1.3 Communicates with a variety of stakeholders (e.g. SCSD #1 and WWCC personnel, the BOCES board, the public, students, parents, state and federal agencies, etc.) for the purpose of conveying and/or receiving information.

1.4 Initiate and coordinate educational opportunities, (including post-secondary courses, enrichment activities, etc.).

1.5 Develops a variety of written materials (e.g. documents, correspondence, agendas, minutes, bulletins, required state/federal reports, other reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

1.6 Develops activities for stakeholders (e.g. partner meetings, etc.) for the purpose of promoting the goals of the BOCES strategic plan.

1.7 Facilitates changes in service agreements for the purpose of developing and promoting organizational goals and objectives.

1.8 Maintains a variety of records (e.g. student records, program participation and progress data, various budget reports, etc.) for the purpose of providing required information and/or documentation.

1.9 Manages BOCES budget (e.g. accounts payable, accounts receivable, and assisting the auditors, etc.) for the purpose of ensuring compliance with state and federal requirements and meeting the financial goals and objectives of the BOCES strategic plan.

1.10 Manages program services for the purpose of ensuring BOCES services are provided in alignment with BOCES board goals and objectives.

1.11 Oversees BOCES staff, program providers and volunteers for the purpose of matching with identified activities, developing skills, and ensuring their understanding of established policies and procedures.

1.12 Presents data in a variety of settings for the purpose of making recommendations for program change in service to BOCES patrons and the BOCES Board.

1.13 Promotes mission and services provided by BOCES for the purpose of advancing and facilitating a positive and successful educational experience for students.

1.14 Recruits students to BOCES programs in partnership with SCSD #1, WWCC, and the University of Wyoming (UW) (e.g. eligibility requirements, scheduling and registering for classes, etc.) for the purpose of educational enrichment.

2.0 BOCES Staff Relations

2.1 Encourages a free flow of ideas and active participation in the development of BOCES programs among personnel.

2.2 Supervises the development and execution of sound personnel procedures and practices, and directs the operation of all personnel and staff development functions for BOCES.

2.3 Strives to develop and maintain positive staff morale for BOCES.

2.4 Recruits and assigns the best available personnel in terms of their competencies.

2.5 Administers a planned evaluation of all BOCES personnel.

2.6 Takes an active role in the development of a compensation package for all personnel and recommends to the board the rates that will best serve BOCES.

2.7 Suspends any employee for just cause and reports such suspension to the governing board as soon as feasible.

2.8 Assigns, promotes, transfers, and discharges employees in the best interest of BOCES and reports such action to the Board for information.

2.9 Maintains effective relationships with staff, program providers, and volunteers.

2.10 Defines the duties of all personnel.

2.11 Recommends the numbers and types of positions required to provide proper personnel for the operation of all programs.

2.12 Communicates to employees actions of the governing board relating to personnel and receives from employees communications to the board.

3.0 Community and Public Relations

3.1 Is responsible for the organization, administration and evaluation of the public relations program for BOCES.

3.2 Represents the board and BOCES before the public and maintains, directly or by delegation, a program of communications which will inform the public and the BOCES staff of the activities, needs and successes of the program.

3.3 Presents a positive image of BOCES to the community.

3.4 Provides regular information to the media and works to establish a positive relationship with representatives of the press.

3.5 Attends meetings of state and other agencies serving education and keeps informed of local, state, and national issues which affect BOCES.

4.0 Professional Growth

4.1 Assumes responsibility for his/her professional growth by reading, attending conferences, participating in professional organizations, related to BOCES and BOCES programs.

4.2 Encourages the professional growth of other BOCES employees.

5.0 Budget

5.1 Prepares recommendations on the annual budget.

5.2 Directs the administration of the budget after its approval by the board and makes reports which indicate the status of the budget and the financial affairs of BOCES.

5.3 Establishes financial and operating controls adequate to safeguard BOCES against the misuse of funds or unnecessary operations, and to ensure fair value for all expenditures.

5.4 Supervises all purchases and expenditures in accordance with the law and the budget approved by the board.

5.5 Has charge of the operation and maintenance of equipment of BOCES.

5.6 Is responsible for current and long-range planning for BOCES facilities and the presentation of such development plans to the governing board for modification and adoption.

5.7 Directly or by delegation, serves as custodian of adequate records for BOCES including a systems of financial accounts, business records, personnel records, scholastic records, and other required federal, state, and county records.

6.0 Governing Board

6.1 Attends and participates in all meetings of the Board unless excused by the Board.

6.2 Keeps complete and accurate records of the proceedings of the board; sends notices of the Board meetings; serves as custodian of the Board records and documents; and, in the absence of the Chair and Clerk, calls the board meeting to order and conducts the election of the chairman pro-tem.

6.3 Initiates and guides the development of policies for board consideration, and develops such administrative regulations as may be necessary to implement Board policies.

6.4 Sees that all policies of the board and all legal duties of the board are implemented, interpreting for the staff such policies and all state laws relevant to the operation of BOCES.

6.5 Maintains a program of long-range planning in relation to the needs and challenges of BOCES and keeps the board informed as to the needs of BOCES.

6.6 Prepares and submits to the board the recommendations relative to all matters requiring board action, placing before the board such necessary and helpful facts, information, and reports as are needed or desired by the board to insure that decisions are informed, utilizing the skills and knowledge of

subordinates as appropriate to arrive at such recommendations.

6.7 Sees that all constitutional and statutory laws governing BOCES are effectively carried out, that all reports to agencies designated by law are made completely and with punctuality and that the rules and regulations of the governing board are followed.

6.8 Provides written communications to members of the board as an information service between board meetings.

6.9 Acts on his/her own discretion if action is necessary in any matter not covered by board policy reporting such action to the board as soon as possible.

6.10 It is the chief administrative officer and has general supervisory responsibility of BOCES. Due to the scope of these responsibilities, he/she is authorized to delegate duties, responsibilities, and authority to other BOCES personnel as necessary to fulfill the responsibilities directly assigned by the governing board to the BOCES Director.

6.11 Performs all other duties and exercises all other powers that may be delegated by the Governing Board.

OTHER FUNCTIONS

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.