



Regional Administrator

Reports to: Director of Teaching and Learning

Classification: Management

Date: 04/05

Job Summary:

Provides leadership and support to schools and families to meet the needs of all children, including the facilitation of school improvement activities and coordination of comprehensive services to children requiring special education. Manages, supervises and evaluates professional and support staff members.

Qualifications:

1. Iowa administrator license/endorsement *or, alternatively*, 1) completion of graduate coursework required for administrator license, 2) instructional or support license, *and* 3) five years of professional experience in an intermediate unit.
2. Master's degree in the field of education or related area.
3. Five years of professional experience in PK-12 education.
4. Iowa Evaluator Approval license or endorsement.

Essential Functions:

1. Serves as the administrative liaison between the AEA and local schools and participates as an ad-hoc member of the local school administrative team.
2. Coordinates and manages a full continuum of educational program and service options to meet individual student needs in cooperation with each local district.
3. Ensures appropriateness of programming for students requiring special education.
4. Supports local teams in the development and implementation of school improvement plans.
5. Establishes, implements and evaluates Agency activities in response to best practices and changing client needs.
6. Manages, supervises and evaluates effectiveness of designated staff.

Additional Responsibilities:

1. Participates in projects, committees or activities to support the mission of the programs, regions, unit and Agency.
2. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
3. Promotes a learning environment and assists staff in accessing necessary resources for individual professional growth goals.
4. Develops and maintains effective team functioning through collegial problem solving, coaching and mentoring.
5. Assures equitable distribution of Agency services to each local school.
6. Performs other such duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member.
3. Thorough knowledge of issues related to IDEA, school improvement, curriculum and instructional practice.
4. Customer-oriented communication skills with sensitivity to staff and community.
5. Ability to develop long-range and short-range plans and manage creatively and collaboratively.
6. Effective in solving problems and budget management.
7. Progressive and visionary in responding to current laws, trends and issues in education.
8. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.

Physical Requirements:

1. Ability to travel between schools/sites served and outside of service area.
2. Normal, routine levels of bending, carrying, climbing, reaching, sitting, standing, and walking.