



## **Special Meeting Board Agenda**

February 15, 2018 from 4:00 – 6:00 p.m.

3850 Pony Tracks Drive, Colorado Springs, CO 80922

### I. Preliminaries

- A. Call to order
- B. Roll call
- C. Welcome to guests
- D. Pledge of Allegiance
- E. Public Comment
- F. Approval of agenda

### II. Consent Agenda

### III. Action Items

- A. Approval of the Executive Directors Job Description – Rebecca Engasser

### IV. Discussion Items

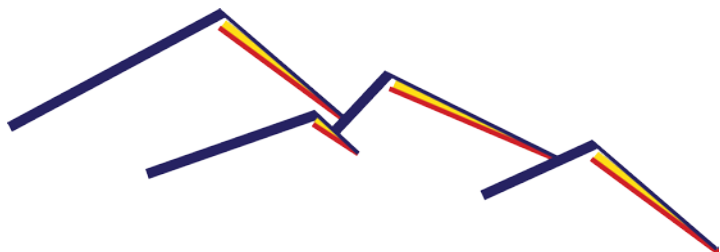
- A. Executive Director Interview Process

### V. Information

### VI. Other Business

### VII. Reports, in writing unless there are questions

### VIII. Adjourn



*4035 Tutt Boulevard  
Colorado Springs, CO 80922*



## BOARD of DIRECTORS MEETING AGENDA ITEM COVER SHEET

**Board Meeting Date:** February 15, 2018

**Prepared by:** Brad Miller

**Title of Agenda Item:** Adoption of Executive Director job description

**Item Type:**        X Action        ☐ Information        ☐ Discussion

**Background Information, Description of Need:** The Board declared its intention to develop a job description for the Executive Director. It appointed two directors to participate in the development of the job description. The resulting document is provided for Board review and potential adoption. This is not a policy adoption so may be accomplished in a single meeting if the Board so chooses.

**Relevant Data and Expected Outcomes:** The job description is intended to attract and then to direct the Executive Director in a manner consistent with the mission, vision and Bylaws of CDBOCES.

**Recommended Course of Action/Motion Requested:** I move to adopt the Executive Director job description as presented (or “as revised”).



## Board Approved Job Description

Position Title:	Executive Director
Date Approved:	January 22, 2018
Reports To:	Colorado Digital BOCES Board of Directors
FLSA Status:	Exempt
Work Calendar:	Full Year – 260 Days

### POSITION SUMMARY

The Executive Director (ED) is responsible for the general management of the Colorado Digital BOCES (CD BOCES). The Executive Director shall provide strategic direction to the CD BOCES and its personnel toward the accomplishment of organizational goals, administer the policies of the Board, conserve the organization's assets and resources, and maintain and enhance CD BOCES' standing in all its internal and external relationships. The ED shall ensure the organization adheres to all state and federal requirements and the CD BOCES Board policies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors.

#### Organizational Leadership

- Lead the organization with a “business oriented” style focused upon providing a valuable customer experience.
- Exhibits fearless and courageous leadership by willingness to consider and pursue nonconventional solutions.
- Has strong connection with and understanding of finances and cash flow, along with an understanding of the growth and stabilization of cash flow.
- Collaborate with the Board to establish a strategic plan to determine each program’s short term and long term viability through agreed upon metrics of measurement. Ability to define in advance what it means to “fail fast” in every program and initiative and to communicate success and failure metrics re same.
- Responsible for the management of Board, Program, Member, Political and Community dashboard, to include useful and timely updates to the Board regarding each group.
- Develop a set of key performance indicators (KPIs) and sets metrics using a scientific process to create honest feedback regarding progress and results.
- Recommends organizational and management structure revisions, including any resources or personnel changes necessary for achievement of strategic plan, to the Board.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## **Board Approved Job Description**

### Strategic Leadership

- Develop potential business opportunities and readily communicates such matters to the board along with pertinent analysis.
- Build effective and meaningful lines of communication with partner organizations, members, and Directors and Board of CDBOCES.
- Monitor and gauge the health of each strategic relationship, apprising the Board with any foreseen relationship issues in a timely manner.
- Identify and evaluate potential program partners, reporting results to the Board as required.
- Inform the Board on all matters of major importance or significance to the programs, services, and progress of CD BOCES.

### Personnel Leadership

- Build a culture that encourages purposeful pursuit of new, high-quality opportunities, with the purpose of creating an atmosphere of continuous improvement.
- Design and implement sound feedback on the development of the team in a consistent manner.
- Recommend to the Board the assignment, transfer and suspension of all personnel.
- Supervise and conduct annual evaluations and appraisals of the Education and Operations Officer (EOO), Business Manager, and Executive Assistant's performance.
- Recommend salary increases and salary adjustments for all personnel with the Financial Officer (FO) and the EOO.
- Oversees programs for personnel recruitment, selection, employment, employee relations, employee benefits, employee safety, personnel evaluation, and compensation administration for CD BOCES.

### Financial Leadership

- Oversees the development, presentation, and communication of financial information, to include the Annual Budget.
- Responsible for the overall management of CD BOCES' financial activities, taking appropriate action to ensure that expenses are kept within the approved budgetary limits of CD BOCES.

### Relationships

- Act as chief executive officer for and professional advisor to the Board.
- Collaborate with the Board President and the EOO, prepare the Board agenda for all meetings of the Board. Ensure delivery of the agenda with pertinent information on each item well in advance of the meeting.
- Participate in the affairs of local, state, and national professional organizations with the

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## **Board Approved Job Description**

Board designee.

- Serve as a representative of CD BOCES and its member districts at meetings on the local, state, and national level with the Board designee.
- Maintain a cooperative working relationship between the schools, community and community agencies.
- Establish and maintain relationships within and outside CD BOCES as required to carry out his or her responsibility.

Perform other duties as assigned and/or those described in Board Policy, as may be amended from time to time.

### SUPERVISION/TECHNICAL RESPONSIBILITY

Directly supervises the Education and Operations Officer. Indirectly supervises all positions within the CD BOCES.

### QUALIFICATIONS

#### Education and Training

- Bachelor's Degree or higher, in any field of study

#### Professional Experience

- Ten years of relational experience required, of which at least five years experience running a multi-faceted organization
- Demonstrated success in leadership, as well as experience in overcoming failures
- Contract negotiating experience, as well as working with a bureaucratic organization
- Experience with business practices and processes, to include intercommunication with multiple interest groups
- Demonstrated understanding of finance and cash flow, as well as the importance of growth and stabilization of cash flow

#### Preferred Experience

- Experience in business management, business ownership or corporate leadership desired.

### OTHER SKILLS AND KNOWLEDGE

- Advanced written and oral communication skills
- Exceptionally strong interpersonal relations skills, to include networking, relationship building with business partners and the community

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## **Board Approved Job Description**

- Demonstrated working knowledge of policy and procedure development process, budgeting, personnel evaluation and negotiation
- Operating knowledge of and experience with personal computers, computer software, basic office equipment

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the executive director is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift up to five pounds.

### WORK ENVIRONMENT

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.