

Union Public Schools Job Description

Position Title: Executive Director I
Department: Varies
Reports To: Chief Financial Officer

FLSA Designation: Exempt

SUMMARY: Advanced level director assists District in management capacity. Administers District policies, procedures, functions, and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervises and coordinates the activities of staff, recommending measures to improve performance and increase efficiency.
- Recommends or initiates personnel actions such as hiring, promotions, transfers, discharges, disciplinary measures; trains new and current employees.
- Assists in planning, directing and coordinating District programs.
- Assists in the analysis of financial impacts of risks on the company within authority, selecting appropriate techniques to minimize loss.
- Prepares and submits various reports.
- Completes special projects as assigned, which may include acting as a member on company committees.
- Assists in identifying, planning and developing methods and procedures to obtain greater efficiency.
- Develops and maintains written procedures and controls to ensure compliance with board policy and state laws and regulations.
- Confers with school personnel, department heads and technical personnel to determine the quality and utility requirement of their product and service needs.
- Works with various software applications, entering and retrieving data as needed.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the District's policies by supervising the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree in business, accounting, finance, communications or related areas and two years of experience in related field.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, memos, policies and procedures manuals, Ability to effectively present information and respond to questions from teachers, administrators, staff and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to operate a personal computer. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with teachers, administrators, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate.