

Title of Position: Executive Director, State Board of Education (SBE)
Reports To: President, State Board of Education

Description of Position:

The Executive Director provides visionary leadership and management of State Board of Education programs and initiatives in collaboration with key educational stakeholder groups; serves as the primary liaison to the Department of Education, Governor's Office, legislature, local education agencies and professional/advocacy units. The Executive Director is selected, evaluated, directed and serves at the pleasure of the SBE, but is housed in the Department of Education.

Major Responsibilities:

- Functions as the State Board of Education liaison to the Department of Education, Governor's Office, Professional Standards Board, State Legislature, LEAs, National organizations and other educational stakeholder groups.
- Drive visibility and advocacy of State Board programs and initiatives at local, state and national arenas.
- Develop and initiate SBE policy and legislative agenda, draft bills around SBE core initiatives and advocate for their passage into law. Serve as chief lobbyist for SBE on education legislation at the state and federal level
- Serve as the SBE representative on the Education Consortium and Charter School Accountability meetings.
- Coordinate all efforts required by US DOE with regard to eligible agency provisions of the Federal Perkins Act.
- Coordinate with School Boards and Charter School Boards workshops and professional development for strengthening Board knowledge and awareness of key education issues.
- Advise and manage the State Board of Education in regards to educational policy development, analysis and review, including the annual evaluation of progress.
- Coordinate, plan, and implement State Board of Education agendas for meetings, work sessions and retreats.
- Represent the State Board on committees, state agencies, media and other units as appropriate and when designated by State Board Leadership.
- Consult and collaborate with State Board attorney and/or counsel as appropriate on State Board issues and matters.
- Assist Board Members in preparation and training for boardmanship, meetings, speaking assignments, etc.
- Assist in the preparation of senate confirmation hearings for new Board members, conduct new Board member training after confirmation.
- Coordinate all technology support for online meeting tools and technology use by Board members and staff.
- Manage all social media accounts on behalf of the SBE.
- Apprise State Board of current and emerging educational research, national issues and trends.
- Serve as the information officer for the Board and provides communications link to other educational stakeholder groups.

- Conduct and oversee research and special projects for the State Board.
- Coordinate, plan, implement and provide follow-up for meetings of the P-20 Council and other committees convened by the State Board.
- Supervise and direct SBE administrative support.
- Supervise and coordinate SBE intern program.
- Other duties as assigned.
- Some travel required.

Qualifications for Employment:

Education: Bachelor's Degree with a concentration in education, public administration, or a related field. A Master's Degree or higher is preferred.

Experience: A minimum of five (5) years related work experience.

Skills:

- Strong interpersonal skills.
- Excellent oral and written communication capabilities.
- Knowledge of the public education system at the state, district and school level.
- Strong skills in research methodologies, policy development, and policy and data analysis.
- Perform well under pressure and short timelines.

Salary:

Salary will be computed in accordance with the experience and training of the individual selected and in accordance with salary schedules for employees of the Delaware Department of Education. Direct deposit of payroll checks is a condition for state employment, and employees are paid on a lag pay schedule with the first payment made after approximately one month of employment. The salary range is approximately \$75,000 to \$106,000.

Notes:

A criminal background check is required. The candidate must demonstrate in the interview process an understanding of diversity issues as related to student achievement and the ability to apply the principles of multicultural education. This job description is not intended to be an all-inclusive list of duties and standards of the position. The successful candidate should expect to perform any other related activities needed to deliver the position's key duties and responsibilities and follow any other instructions as defined by his/her supervisor.

SBE Executive Director – June 2011 Posting