

**DC STATE BOARD OF EDUCATION
EXECUTIVE DIRECTOR
ES-0301-08**

INTRODUCTION

This position is located in the DC State Board of Education (State Board) and reports to the President of the State Board.

The Executive Director provides leadership and direction to the agency and the support staff. The incumbent is responsible for performing operational and regulatory responsibilities related to and consistent with the State Board's mission, objectives, by-laws, and other applicable Federal and District laws and regulations. The incumbent provides general assistance to the State Board and its members in the performance of his or her responsibilities, including coordination of task forces, committees and/or feedback from external stakeholders on issues for the State Board's consideration.

POSITION CONTROLS

Under the general direction and supervision of the President of the State Board, the Executive Director has overall responsibility for the planning, directing, managing, and evaluating all the work conducted by the State Board, in establishing system-wide policies, and enforcing standards related to the office's overall administration. The incumbent functions with a high degree of independence. The incumbent and supervisor, within the framework of priorities, funding and overall project objectives, develop a mutually acceptable plan. Work performance is evaluated for soundness of approach, consistency with agency guidelines and overall effectiveness in achieving desired goals and objectives.

Guidelines include applicable laws, Federal and District regulations, Executive Orders, and State Board's regulations, policies, strategic plans, goals, objectives, and directives. These guidelines are broad; therefore, the incumbent exercises initiatives, resourcefulness, and sound judgment in interpreting and applying the guidelines, as well as developing, implementing, and guiding the agency staff on solutions to problems that are unique and outside the scope of current written guidelines. The incumbent employs appropriate leadership models in the development and interpretation of guidelines.

MAJOR DUTIES

Develops or drafts official regulations, directives, policies, procedures, manuals, and guidelines related to the agency functions and ensures that they are consistent with legislation and other applicable laws, regulations and standards. Identifies areas of concern and recommends appropriate solutions.

Reviews, interprets, and analyzes new or updated policies, procedures, regulations, and guidelines and initiates new policies or revisions. Coordinates and collaborates with management in the process of policy review. Conducts extensive research when presenting new policies to various stakeholders.

Serves as a technical authority on policy research analysis and provides recommendations to senior officers/Board Members. Provides advisory services to internal and external entities on development and/or interpretation of policy and its stages of development.

Performs independent research and analysis of applicable issues and makes recommendations. Collaborates with leadership and conducts evaluative reviews, fact-finding and makes recommendations.

Performs other technical and administrative duties including, but not limited to, preparing memorandums, writing grant applications and analytical reports, and completing data analysis.

Serves or leads committees or workgroups on policy issues. Facilitates and manages joint projects with other agencies and individuals.

Develops and directs outreach programs, strategies, and activities. Assesses trends to develop agencies' action initiatives, and advises and supports internal agency policy issues.

Facilitates communications related to both internal and external agencies and responds to customers' complaints. Reviews funds of contractors, and establishes and monitors goals.

Oversees and directs the implementations of community events and participates in agencies' efforts to improve data reliability. Assists with performance measurement standards.

Exercises the full range of supervisory responsibilities including developing, planning and managing work activities; furnishes overall assignments; evaluates staff's work performances; reviews the work of subordinate staff; ensures proper training and tools; takes necessary disciplinary action; recommends staff members for awards; and approves or disapproves leave. Responsible for developing both quantitative and qualitative measures for evaluating the performance of the subordinate staff.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery knowledge of the mission, vision, and functions of the agency including related and applicable policies, regulations, procedures and practices.

Mastery knowledge and ability to develop agency budget, defend and justify before D.C. Council.

Professional and thorough knowledge of education issues facing DC and a passion to use policy tools to improve outcomes for DC children. Professional and thorough knowledge of local and federal education policy, program operations, goals, objectives, strategic plan, as well as in-depth knowledge of management principles and practices, and of governing education laws, policies, regulations and precedents.

Mastery knowledge in both qualitative and quantitative analyses and methods to thoroughly and expeditiously evaluate and analyze issues or complex policies and be able to present to the Board in clear and concise form and language.

Demonstrated ability to manage team and projects, identify the possible outcomes and creates plans to achieve them including conducting performance evaluation and reviews. Demonstrated skills and experience in planning and policy development, interpreting legislation, project management and administration, business planning and resource development;

Skills in establishing and maintaining effective working relationships with individuals, groups and constituencies who are interested in, or affected by, the State Board's programs. Skills necessary to coordinate, negotiate, and integrate the work of others; to keep initiatives focused; to assess the effectiveness of efforts and programs; and to provide expert guidance for the adjustment of programs and priorities accordingly.

Skill in strategic planning, as well as evaluating the effectiveness of the programs and developing and evaluating strategies for making improvements.

Superior communication skills to effectively communicate both orally and in writing in order to present concise and effective reports and briefings to executive staff, program managers, and professional and administrative employees, as well as represent the State Board.

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with a relevant bachelor's degree and at least six years of relevant work experience; or an equivalent combination of education and experience. Relevant master's degree preferred.

LICENSURE/CERTIFICATION

None

FLSA Status: Exempt

Standards: US OPM Miscellaneous Administration and Program Series, GS-0301, TS-34, January 1979; and General Schedule Supervisory Guide, HRCD-5, April and June 1998

Certification Date: 21 April 2015

Job Code: 555105

**DC State Board of Education
Organization Chart
CURRENT -**

