



## Position Announcement

### Executive Director Southern-Regional Educational Service Agency Salary Range: \$70,000 - \$90,000

In accordance with the by-laws of the **Southern-Regional Educational Service Agency**, the Executive Committee of the Association will be taking applications for the position of Executive Director until 4:00 p.m. on **Friday, January 15, 2021**. All applications, along with a letter of interest, can be emailed to [robert.williams@hattiesburgpsd.com](mailto:robert.williams@hattiesburgpsd.com) or mail delivered to the address below.

Robert Williams  
301 Mamie Street  
Hattiesburg, MS 39401

Applicants will receive a verification email upon receipt of the application.

#### Position Requirements:

1. As a minimum requirement, the applicant should have successfully served as a building level principal in Mississippi.
2. Superintendent experience preferred

**The following will serve as the application which, at a minimum, includes the following:**

1. **Resume'**
  - a. **Education:** Listing all institutions attended, dates attended, and the degree received.
  - b. **Employment:** Listing all places of employment, dates of employment, and position(s) held, since graduating from college beginning with the most recent place of employment.
  - c. **References:** Listing five references, addresses, email, and phone. (*Note: at least two of these references should be from your most recent place of employment.*)
2. **Letter of Interest:** A letter of interest for this position and include any additional information that you feel would be helpful to the Executive Committee in this selection process, especially any involvement or service in the Southern-Regional Educational Service Agency or any other similar related educational organization. The letter should also state the applicant's motivation and interest in the position.

#### Tentative Timeline:

- Post position no later than December 15, 2020
- Application deadline Friday, January 15, 2021
- Screen applications January 18 - January 31, 2021
- Begin the interview process February 1- February 28, 2021
- Make selection no later than March 9, 2021
- The tentative start date on or before July 1, 2021



S-RESA reserves the right to extend or modify this timeline at its own discretion.

## **Executive Director- Job Responsibilities**

The Executive Director of the **Southern-Regional Educational Service Agency** will perform the following duties/responsibilities and any other needed work to carry forth the mission of the organization (S-RESA):

- Serve as the chief executive officer of the S-RESA;
- Acquire necessary resources to fund the organization;
- Ensure all financial transactions and expenditures are submitted to the Executive Board of ratification or approval as required
- Plan all professional development activities for the membership as determined by the organization;
- Partner with business and industry when possible to carry forth the mission of the organization;
- Plan technology enhancement as needed to perform the duties of the organization;
- Secure necessary funding to fund the various projects of the organization;
- Manage the S-RESA budget and investments;
- Carry out the S-RESA strategic plan each year;
- Interface with state and federal agencies as needed ;
- Coordinate communication among the member school districts;
- Be responsible for the organization, management, and evaluation of programs and business affairs of the S-RESA in the manner that will serve the best interest of the organization;
- Report yearly and submit to the S-RESA Executive Board a report of the activities and accomplishments of the Consortium during the preceding twelve (12) months;
- Perform any other duties and responsibilities necessary to achieve the goals and objectives of the Southern-Regional Educational Service Agency.

## **Purpose of the Organization**

The name of this organization shall be the South Central Mississippi Consortium for Educational Excellence and Development (SCMCEED), also doing business as Southern Regional Educational Service Agency (S-RESA).

The South Central Mississippi Consortium for Educational Excellence and Development is a non-profit organization with a purpose to bring about the improvement of education in Mississippi by cooperative with a purpose to bring about the improvement of education in Mississippi by cooperative interaction among the member school districts as an affiliate with The University of Southern Mississippi. Accordingly, S-RESA will accomplish this task by;

- 1) providing superintendents, personnel of school districts, and other educators a scheduled periodic informal opportunity to exchange ideas and obtain specialized staff development activities;
- 2) conducting and coordinating research, development, and evaluative activities;
- 3) serving as a facilitator for the continuing development of educational leadership;
- 4) disseminating ideas, information, and successful educational practices to the school district and
- 5) performing a management service for workshops, seminars, in-service activities, conferences, institutes, research, and other professional activities.