



Director of Education Operations

JOB DESCRIPTION

POSITION SUMMARY

The Director of Education Operations (DEO) is primarily responsible for oversight and performance of operational aspects of the Education reEnvisioned BOCES (ERBOCES). Responsibilities include new school and program application and review, coordination of standardized assessments, data analysis and reporting to the Executive Director and Board, data pipeline reporting to the CDE for existing programs and schools, as well as representing the ERBOCES at relevant CDE and industry meetings.

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 ERBOCES is authorizing, the type of schools the ERBOCES is authorizing, the ERBOCES strategic plan and other factors.

In fulfillment of these duties and responsibilities, the Director:

- In alignment with the strategic plan developed by the Executive Director with the Board, defines and oversees educational programs and schools authorized by the organization.
- Oversees all school authorizing practices and procedures.
- Collects data and prepares reports required by local, state, and federal authorities.
- Oversees the collection, analysis, and preparation of data reports, utilizing the Coordinator of Information Services as needed.
- Interprets and administers local, state, and federal statutes, rules, policies, and directives pertaining to educational services and school operations while adhering to a high standard of ethics and transparency.
- Function as liaison between CDE and schools regarding assessment issues.
- Develops ERBOCES-specific systems to ensure compliance with local, state, and federal education reporting requirements.
- Oversees the management of data and analyzing of student and school educational and operational data.
- Coordinates the October and December Pupil Count processes, creates and maintains databases, manages and maintains data warehouses and reporting through the CDE data pipeline and coordinates, compiles, and submits all other reports and information through the CDE data pipeline, as required by CDE.
- Acts as a liaison between the Colorado Department of Education and schools regarding data and reporting issues.



- Directs and trains ERBOCES consultants as authorized by the Executive Director, for data management and support.
- Coordinates with schools for grant writing and creating and implementing related services.
- Manages the development of the overall services, programs, and administrative procedures necessary to the implementation of educational programs for the achievement of related objectives of ERBOCES, including state and district content standards.
- Advises the Executive Director regarding adequate, properly trained staff necessary to fulfill the responsibilities of the role.
- Creates and implements ERBOCES procedures and processes that meet ERBOCES Board policies.
- Manages the regular and systematic evaluation, analysis, and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of ERBOCES.
- Recommends professional services when applicable and oversees their engagement where approved.
- Serves as the ERBOCES point-of-contact for all issues and needs that are not SPED-related, including addressing complaints and resolving problems.
- Communicates the status of all educational and operational aspects back to the Executive Director and ERBOCES Board for process improvement.

Other:

- Represents the ERBOCES at local, regional, and state meetings, task forces and other functions.
- Plans, assigns, directs and trains ERBOCES consultants.
- Performs other duties of a related nature, which might reasonably be allocated and required in the areas of educational and operational services for the ERBOCES.
- Performs other duties as assigned.

Job Type: Full-time

SUPERVISION/TECHNICAL RESPONSIBILITY

Directly supervises the Assessment and Data Coordinator and relevant contracted professional services.

QUALIFICATIONS

- Master's degree in field of education or related field preferred, bachelor's degree required
- Five years of relevant experience
- Experience with contract, charter, and online schools
- Colorado state license(s), or eligible for at time of hire, in the areas of Administration or Principal's License

OTHER SKILLS AND KNOWLEDGE

- Advanced written and oral communication skills



- Exceptionally strong interpersonal relations skills
- Demonstrated working knowledge of policy and procedure development process, budgeting, personnel evaluation, and negotiation
- Operating knowledge of and experience with personal computers, Microsoft and Google collaboration and office software, basic office equipment

PHYSICAL DEMANDS

The physical demands, work environment factors and mental functions located within the essential duties and responsibilities statements must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is occasionally required to stand, walk, or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

WORK ENVIRONMENT

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

SALARY RANGE

\$115,000-\$135,000