

VOLUNTARY INTERDISTRICT CHOICE CORPORATION

JOB DESCRIPTION

TITLE: CHIEF EXECUTIVE OFFICER (CEO)

SUMMARY: The CEO is the lead staff position of the organization and reports directly to the Board of Directors. The CEO is a (non-voting) member of the Executive Committee and is responsible for the supervision and administration of all day-to-day and long-term functions of the organization, including all business, personnel, financial, programmatic and operational aspects. It is anticipated that fulfillment of CEO duties/responsibilities will require 0.4 FTE (i.e. 2 days per week) for the foreseeable future.

ESSENTIAL JOB SKILLS:

- 1) In-depth knowledge and expertise in Missouri School District business operations, specifically with respect to state funding sources (Foundation Formula and Prop C) and transportation operations;
- 2) Outstanding communication skills to various stakeholders (participating families, school districts, staff and the general public);
- 3) Strong budget, finance and staff management skills;
- 4) Prefer there to be an existing general awareness of the history and mission of the voluntary student transfer program.

DUTIES/RESPONSIBILITIES:

- 1) Ongoing supervision, direction and evaluation of all VICC staff and operations, including recruitment/placement, business/financial, risk management, transportation and training/development;
- 2) Perform operational/performance audit of VICC's operations as directed by the VICC Board;
- 3) Identify and develop appropriate policies/practices and see that orders and resolutions of the Board are implemented;
- 4) Safeguard organizational assets and insure the integrity of financial reports and reporting systems;
- 5) Monitor legislation and serve as the key advocate for the student transfer program at the local, regional and state levels;
- 6) Prepare and send the notices of VICC Board meetings, prepare materials for the meetings, attend all meetings of the Board and participate therein, including advising the Board on all pertinent matters.
- 7) Identify and facilitate the creation and oversight of various sub-committees of the organization as required to foster a collaborative decision-making process.

- 8) Prepare, monitor and report on annual and long-range budget plan for VICC, including arranging for annual audit and insuring all required reports (financial and others) are prepared/filed.
- 9) Monitor and report on district compliance with provisions of the Settlement Agreement, as well as any applicable laws statutes and ordinances;
- 10) Oversee and provide for the safe and efficient transportation of students;
- 11) Assist districts in developing programs/strategies to improve student achievement, including analysis of state test scores;
- 12) Develop programs/strategies to improve student transfer attendance rates, graduation rates and retention in the program;
- 13) Implement strategies to insure sufficient new applicants to fill all available spaces both in magnet schools and county schools;
- 14) Encourage qualified student transfers to apply for the free and reduced meal program;
- 15) Develop and administer system for reimbursing tuition costs to districts including required reports, review and verification of data and computation of tuition amounts, including for special education services and for voc ed/magnet pass-throughs;
- 16) Serve as primary representative in promoting the transfer program to the community, to school districts, and at the local/state/national levels, as appropriate.
- 17) Monitor cash flow and direct the investment of available funds;
- 18) Address legal matters with counsel and keep Board advised thereof.
- 19) Carry out other duties/responsibilities as directed by the Board.

QUALIFICATIONS:

The CEO shall be a Certified Public Accountant OR have completed at least a Master's Degree in Education, Business or Management – related field from an accredited college or university, and shall have at least ten years' progressive experience in an administrative, executive or management level position, at least five years' of which includes full budget responsibility for a large organization. Equivalent combinations of experience, degrees and professional certifications may also be considered.

EVALUATION:

Annual Performance evaluation by VICC Board