



**2018 Approved**  
**2024 Reviewed**

**CHIEF ADMINISTRATOR**  
**JOB DESCRIPTION**

**JOB CLASSIFICATION:** Professional, Certificated

**QUALIFICATIONS:**

Educational Level: Education Specialist required. Doctoral degree desired.

Certification or Licensure: Standard administrative certificate (79-1219). Nebraska Professional Administrative Certificate with a superintendent endorsement (Chapter 84:005.01)

Experience Desired: Five years of Administrative experience in a school district or educational service unit; eight years desired

Employee Characteristics:

- Cooperation
- Attention to Detail
- Dependability
- Integrity
- Concern for Others
- Self-Control
- Stress Tolerance
- Adaptability/Flexibility
- Independence
- Initiative
- Collaboration
- Confidentiality

**DEPARTMENT:** Administration

**REPORTS TO:** ESU 7 Board of Education

**REQUIRED RESPONSIBILITIES AND JOB TASKS:**

1. Attends, participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as ex officio member of all Board committees and assigns administrative personnel to support committee activities when necessary.

3. Advises the Board on the need for new or revised policies and ensures through delegation to staff that all policies of the Board are implemented.
4. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
5. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
6. Supervises the implementation of all laws, regulations, and Board policies.
7. Establishes procedures to ensure all administrative decisions necessary to the proper function of ESU 7 are made.
8. Delegates at own discretion to other employees the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the administrator of final responsibility for the action taken under such delegation.
9. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.
10. Directs staff negotiations with professional/certificated and classified personnel.
11. Secures and nominates for employment the best-qualified and most competent persons for positions, as may be necessary within the limits of budgetary provisions.
12. Assigns and transfers employees as the interest of ESU 7 may dictate and reports such action to the Board for information and record.
13. Takes appropriate disciplinary actions with employees and reports, as necessary, to the Board.
14. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
15. Submits to the Board explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
16. Directs the preparation of the annual budget for adoption by the Board and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
17. Establishes and maintains efficient procedures and effective controls for all expenditures of funds in accordance with the adopted budget including procedures for the purchase of supplies, etc.
18. Provides suitable instructions and regulations for staff to govern the use and care of ESU properties.
19. Recommends to the Board sales of all property no longer required by the Board and delegates the proper execution of such sales through staff and legal advisors.
20. Maintains directly or through delegation such personnel records, business records, and other records that are required by law and by Board policy.
21. Provides leadership in areas of facility maintenance, renovation and replacement projects.
22. Ensures all reports required by statute or regulation are filed.
23. Assures the accreditation standards set by the Department of Education are met.
24. Oversees the financial transactions of all funds.
25. Evaluates leadership team coordinators/directors.
26. Represents or delegates a representative for ESU 7 in its dealing with other ESUs, institutions, agencies, and community organizations.
27. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.

28. Consults with local administrators to determine supplementary educational needs of the schools and recommends methods for meeting those needs.
29. Performs such other tasks as may, from time to time, be assigned by the Board.

#### **TECHNOLOGY EXPECTATIONS:**

1. Basic computer skills
2. Word processing (Microsoft Office)
3. Desktop conferencing
4. FileMaker Pro
5. Calendaring system
6. Google Drive
7. Email applications
8. Able to post on ESU 7 Social Media resources
9. Messages
10. Accountability software
11. Internet Browsers
12. Internet search engines
13. Electronic and print copyright
14. Adobe Pro
15. Tablet use
16. Apple TV/Airplay
17. Projection equipment
18. Accounting and HR system
19. Data Visualization software
20. Video conferencing software
21. Learning Management System

#### **REQUIRED SKILLS AND ABILITIES:**

1. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
5. Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
6. Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
7. Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
8. Coordination — Adjusting actions in relation to others' actions.

9. Speaking — Talking to others to convey information effectively.
10. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
11. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
12. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
13. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
14. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
15. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
16. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
17. Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

**ESSENTIAL FUNCTIONS:**

The essential functions of the Chief Administrator’s position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

<b>PHYSICAL REQUIREMENTS</b>				
	<b>Never 0%</b>	<b>Occasional 1-32%</b>	<b>Frequent 33-66%</b>	<b>Constant 67+%</b>
<b>Standing</b>		<b>X</b>		
<b>Walking</b>			<b>X</b>	
<b>Sitting</b>			<b>X</b>	
<b>Bending/Stooping</b>		<b>X</b>		
<b>Reaching/Pushing/Pulling</b>		<b>X</b>		
<b>Manual Dexterity Activities</b>			<b>X</b>	
<b>Climbing Stairs</b>		<b>X</b>		
<b>Driving</b>			<b>X</b>	
<b>Lifting 50 Pounds</b>		<b>X</b>		
<b>Carrying 20 Feet</b>			<b>X</b>	

## **WORKING CONDITIONS:**

1. Inside offices and throughout the ESU 7 campus and district buildings.

**It is the policy of ESU 7 to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Administrator.**