

Gulf Coast Education Initiative Consortium

	FLSA STATUS: Exempt
JOB TITLE:	Executive Director
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Certification-AA Administration, teacher certification 2. Degree-Masters or above 3. Experience-Teaching and administrative background 4. Experience in fund development 5. Evidence of outstanding leadership accomplishments <p><i>Such alternatives to the above criteria as the GCEIC Board finds suitable and acceptable.</i></p>
REPORTS TO:	GCEIC Board of Directors
JOB GOAL:	<p>Demonstrate superior leadership for GCEIC activities.</p> <p>Provide clear and timely reporting to the Board.</p> <p>Function as the official spokesperson for the GCEIC</p>

PERFORMANCE RESPONSIBILITIES:

The Executive Director of the Gulf Coast Education Initiative Consortium will perform the following duties/responsibilities and any other work required to carry forth the mission of the GCEIC:

1. Serve as the Chief Executive Officer of the GCEIC
2. Locate and secure resources to fund the GCEIC and its projects
3. Plan and facilitate all professional development activities for the membership as defined by the GCEIC
4. Partner with business and industry to carry forth the mission of the GCEIC
5. Plan and lead as necessitated to fulfill the functions of the GCEIC
6. Accurately maintain the GCEIC accounts and finances
7. Execute the GCEIC strategic plan each year
8. Communicate the vision of the GCEIC to local, state, federal and private sector agencies as directed/necessitated
9. Work to build relationships with state and federal policy makers/legislators
10. Coordinate information among member school districts
11. Oversee all business management, affairs, and evaluation of the GCEIC
12. Report annually to the GCEIC Executive Board a summary of all projects and accomplishments of the Consortium during the preceding twelve (12) months
13. Perform any other functions and duties as necessary to accomplish the mission of the GCEIC

PHYSICAL DEMANDS:

While performing the job duties of the Executive Director, the employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee must squat, stoop, kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp items during the day.

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The employee must frequently lift or move up to fifty pounds. Occasionally, the employee will lift and move up to ninety pounds. Additionally, while performing the duties of this job, the employee will regularly work indoors and occasionally work outdoors. The noise level in the work environment is usually moderate, but on rare occasions, the employee will be required to work in a loud area.

TERMS OF EMPLOYMENT: Twelve month. Salary to be established by the Board.

EVALUATION:

Performance evaluations will be performed by the Board Chair or designee.