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**Green Hills Area Education Agency (AEA)  
Job Description  
CHIEF ADMINISTRATOR**

**Position Title:** Chief Administrator

**General Description**

The Chief Administrator is the executive officer of the Board of Directors and the Chief Administrator of the Agency. The Chief Administrator advises the Board in its deliberations and actions, and represents the Board in the conduct of the affairs of the Agency.

**Qualifications**

The qualifications are determined by the Board of Directors and include, but are not limited to, the following:

- (1) Minimum of an advanced graduate degree in education, doctorate preferred.
- (2) Minimum of five years of successful experience as an educational administrator
- (3) Possession of a valid Iowa Certificate with endorsement 63 (AEA Administrator)

**Job Focus**

To insure that the Agency, through partnerships, provides visionary leadership and service to empower learners for the challenges and decisions of tomorrow.

**Performance Responsibilities**

**Essential Functions:**

- (1) Develop and implement the Agency's Comprehensive Plan and Strategic Goals.
- (2) Development of agendas for Board meetings that contribute to the orderly and effective performance of the Board's role and responsibilities.
- (3) Provide for the timely and effective implementation of Board decisions and for the conduct of Agency affairs in accordance with Board policies.
- (4) Function as the Board's representative in maintaining communication and liaison between the Board and other components of the Agency.
- (5) Promote partnerships between the Agency and other educational entities and other organizations including the business community.
- (6) Assume responsibility for the budget and expenditures necessary to cover the total needs of the Agency.

- (7) Responsible for the supervision and evaluation of the directors and the executive secretary to the Chief Administrator
- (8) Ensure that the Agency has a professional development program for all staff.
- (9) Communicate with the Board President on a weekly basis and ensure regular communication to the entire Board.
- (10) Fulfill other such duties as may be delegated or assigned by the Board.
- (11) Regular attendance is required

**Non-Essential Functions:**

- (12) Assist Board committees in developing recommendations on policies and issues for consideration by the Board.
- (13) Promote Agency decentralization to ensure decision-making close to the child.
- (14) Facilitate, promote and communicate the AEA legislative platform.
- (15) Represent the Agency and the Board at appropriate local, state, and national meetings.

**Physical Requirements:** Ability to travel.

**Terms of Employment:** Twelve months with salary to be established by the Board.

**Evaluation:** Performance of the Chief Administrator will be evaluated three times per year by the Board