

**POSITION ANNOUNCEMENT**  
**DIRECTOR SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER (SEDC)**

The Board of Directors for the Southwest Education Development Center, located in Cedar City, Utah, is seeking qualified candidates for the position of Executive Director.

The position becomes available July 1, 2018.

An earlier begin date may be negotiated if desirable.

**KNOWLEDGE, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must demonstrate an acceptable level of maturity, good judgment, and emotional stability with ability to apply common sense understanding to carry out essential duties of this position
- Understanding of key learning theories and methods of instruction, and their relation to technology integration. Must be able to demonstrate sound understanding of best practice regarding instructional technology, citing current trends and research
- Experience in curriculum assessment and development with knowledge of good teaching practices and instructional pedagogy
- Ability to build positive relationships with superintendents, administrators and educational staff and collaborate with the SEDC board to make informed decisions
- Ability to create effective teams to evaluate, problem solve, and implement programs
- Knowledge of and effective work within a professional learning community
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from management, public groups, and/or the SEDC Board
- Ability to carry out instructions furnished in written, oral, or diagram form
- Ability to troubleshoot and solve problems involving concrete variables situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions
- Ability to create lesson plans and projects using technology for grade levels K-12
- Proficient in the use and expert knowledge of information technology devices, audiovisual equipment, operating systems and software
- Ability to learn various operations required for management of student information and integration of technology in classroom instruction
- Ability to evaluate use of technology in the classroom
- Understanding of FERPA, HEPA, CIPA and confidentiality
- Ability to communicate and work with superintendents, administrators and educators in the SEDC Region to successfully implement research driven educational programs.
- Demonstrate awareness of national and state trends in education including the Utah core curriculum and the use of data/assessment to improve quality classroom instruction.
- Knowledge of school finance, budget management, procurement, and financial audits.
- In depth understanding of educational technology issues. Proven track record of success and experience utilizing "cutting edge" technology.
- In depth understanding of the Utah legislative process and ability to effectively communicate and work with legislators regarding legislation that will affect education.

**QUALIFICATIONS**

- A minimum of a Master's Degree (Doctorate is preferred)
- Administrative experience is preferred.
- Demonstrated Grant writing experience.
- Demonstrated administrative ability in supervising personnel as well as conducting comprehensive, appropriate employee and program evaluations.

- Valid Utah driver's license

### **POSITION DESCRIPTION**

The Director of the Southwest Educational Development Center (SEDC) is responsible for the general operation of the center. The Director's responsibility is to coordinate and provide educational equity for the districts to which he/she is responsible.

More specific work and service responsibilities follow:

- Accept applications and make recommendations for employment of SEDC personnel
- Evaluate and supervise all employees at the center
- Monitor the progress and success of each specialist and classified position
- Establish yearly goals for the Southwest Educational Development Center and evaluate all services and programs, including managing and directing the SEDC technology staff to meet the goals of districts and SEDC
- Provide leadership in helping identify, assess and manage professional development trainings and technology needs for the districts and schools in the region
- Contribute to the infusion of educational technology into classrooms, libraries/media centers and district offices by providing highly motivated, professional leadership and providing professional development
- Model good instructional practice in lesson plans and projects using technology while collaborating with others to be effective in facilitating change
- Involve the SEDC staff in helping to make recommendations and plans for the efficient, effective, and economic operation of the service center
- Be available for consultant services to schools, institutions, and agencies requesting assistance
- Develop and coordinate a broad range of technology-based resources through collaboration and sharing across the schools in the region
- Willingness to travel throughout the state to collaborate with other service centers and state offices as well as various schools in the region several times per week
- Assist district administration by providing leadership for district-level master planning, design, implementation, evaluation, and integration of instructional technology and professional development
- Coordinate with district instructional leaders regarding technology instructional needs within the schools to develop, evaluate, and provide learning focused training
- Collaborate with the SEDC board, principals and school staff to make informed decisions regarding technology directives and report successful and new educational programs to the SEDC Executive Board and educators of the southwest region
- Coordinate development, refinement and execution of regional technology strategic plans, involving all stakeholders
- Lead regional and district initiatives, collaborating across districts and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21st century skills
- Develop and coordinate a broad range of technology-based resources through collaboration and sharing across the schools in the region
- Cooperate, coordinate, and assist in the implementation of services provided by the following: Division of Rehabilitation Services, governmental, public agencies, and private organizations, including but not inclusive, SESC, NUES, CUES, legislative sessions, legislative luncheons, legislative gatherings hosted by SEDC, UEN, USOE, URSA, USSA, Autism programs and trainings, JLC, bSWATT, Sterling Scholar
- Maintain open channels of communication and good public relations with Utah's colleges and universities, the Utah State Office of Education, the Utah Education Network, and each school district in Southwestern Utah
- Actively coordinate and participate on the Utah Rural Schools Board and assist in organizing Utah Rural Schools Association Conference, Southwest Educational Administrative Leadership Conference as well as other conferences upon request and subsequent research studies identifying needs in rural education
- Participate in local, state, national and other regional service center/technology conferences and committees
- Prepare recommended budgets to be submitted to the SEDC Board of directors at annually
- Monitor and coordinate budget expenditures with SEDC's fiscal agent, the Iron County School District, on a weekly basis
- Help write, administer, and apply for grants and financial aid for discretionary and/or categorical funds through the state and federal governments
- Continue to establish goals and strategies that strengthen SEDC's reputation for "excellence" and leadership in the state.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Employee may be required to pull cables, install technology, move servers and other lifting, climbing, loading vehicles, etc. as need to install, repair or maintain technological equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is moderate.

#### **ATTENDANCE**

Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

**Starting Salary: \$100,000 dependent upon qualifications** and may be negotiated depending upon experience, 12-month contract with paid vacation days and benefit package commensurate with school districts in the SEDC Region.

**Interested Applicants shall submit the following to the address below by May 30, 2018**

**1. Letter of intent setting forth in detail:**

Personal philosophy and vision of education  
Special competencies which qualify you for the directorship at SEDC  
Reasons for interest in this position

**2. A current resume** in which professional preparation and experience are clearly detailed

**3. Proof of Education** along with any pertinent endorsements related to this position

**3. Three current letters of recommendation**

**4. 5 professional references**

**5. SEDC Application** (download here)

Southwest Educational Development Center  
Director Applications  
520 West 800 South  
Cedar City, UT 84720

**Post date:** February 20, 2018

**Application deadline:** May 30, 2018.

If you have questions, please contact SEDC Board Chairman, Ben Dalton at [daltonb@kane.k12.ut.us](mailto:daltonb@kane.k12.ut.us)

SEDC is an equal opportunity employer and does not discriminate with regard to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except where justified to meet a bona fide occupational requirement. The Southwest Educational Development Center is committed to a policy of keeping its workplace free from sexual harassment. SEDC provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.



**Southwest Educational Development Center**

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