



Licking Regional Educational Service Center

145 N. Quentin Road, Newark, OH 43055
Phone: 740-349-6084

Executive Director

Deadline: January 26, 2024
Reports to: Licking Area Computer Association Governing Board
Supervises: All LACA Staff

Job Related

General Duties: Acts as the primary administrative officer for the Licking Area Computer Association, providing consensus building, leadership and direction to all programs of LACA.

Specific Duties:

1. In collaboration with the LACA Governing Board, the membership, and the LACA staff, provides leadership, direction, and enthusiastic attitude for the creation of a vision and implementation of specific programs to serve LACA.
2. Maintains an active relationship with the MCOECN and provides leadership and direction in the promotion of LACA's interests as its own organization, and with other K-12 education-related organizations and governmental agencies throughout Ohio.
3. Maintains an approved budget and handles all financial responsibilities.
4. Maintains sufficient knowledge of all applications, operating software/hardware, and services to ensure the overall effective and efficient operation of LACA.
5. Provide necessary guidance in the development of training programs for users to assure proper software implementation and monitor any necessary needs.
6. Provides support and direction to the Director of Operations in developing and administering operational, procedural, and staff policies.
7. Provides support and direction to the Director of Technology in developing and administering a program of technical support and technical professional development to the LACA staff.
8. Provides leadership and support in developing and administering an effective communication strategy both within the LACA membership and to agencies/organizations supporting K-12 education to promote awareness of current and future services of LACA.
9. Identify and facilitate grant-writing opportunities by exploring and developing new partnerships.
10. Maintains responsible attitude for the overall functioning and efficiency of LACA.
11. Reports to the LACA Governing Board all problems and issues of significance.

Personal

1. Maintain professional and responsible attitude and respect.
2. Is dependable in attendance.
3. Has a good working relationship with users, staff and vendors.
4. Accepts authority and direction.
5. Supports and reflects organization policy and image.
6. Retains good working attitude when overtime is required.
7. Excellent management and organizational skills.

Qualifying Experience

1. Bachelor's degree in technology, education, and/or equivalent work experience required, Master's degree preferred.
2. Clear vision of the integration of technology in K-12 education.
3. Excellent written and verbal communication and organization skills; must interact well with executive-level personnel, users, and vendors inspiring confidence from all.
4. Excellent staff and budget management and organizational skills.
5. Excellent background in the instructional and educational fields.

Qualification Requirements

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.

Language skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff members and clients, regulatory agencies, or members of the business community. Ability to write reports. Ability to effectively present information to top management, public groups, and/or boards of directors.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: While performing the duties of this job, the employee is required to sit, stand, walk, and use hands to finger, handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk, or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl, taste and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee may occasionally be expected to move and/or lift 100 pounds or move but may obtain assistance or use equipment and carts to facilitate these tasks. Specific vision abilities by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: While performing the duties of this job, the employee frequently works near moving, mechanical parts and is frequently exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate to occasionally loud.

Application Process

Interested applicants should email a resume, letter of interest and up to three letters of reference to dlewellen@laca.org.

Hard copies will not be accepted.

Expected start date: Spring 2024 - Preferred no later than August 1, 2024