



Administration

HPREC Policy Manual

High Plains Regional Education Cooperative Policies

400 Administration

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400 ADMINISTRATION

401 Executive Director

4011 Qualifications

The Executive Director shall have or be eligible for an administrative license issued by the New Mexico Public Education Department; shall have specialized training in the leadership and business administration of public schools and/or related organizations with at least a Master's degree from an accredited institution of higher learning; and shall have demonstrated by suitable experience the capability of leading a staff and educational community in a continuous program of improvement.

4012 Appointment

The contract of the Executive Director shall be considered at the first regular Council meeting of the calendar year. The director will be employed on a 261-day contract; the contract may be for one (1), two (2) years, or three (3) years.

4013 Responsibilities

The Executive Director shall:

1. Exercise all administrative and supervisory functions delegated by the HPREC Council.
2. Provide effective professional leadership and technical advice to the Council on matters pertaining to IDEA-B, Federal funds (e.g., Title I, Title II, and title IV), Medicaid in the Schools and other programs adopted by the Council.
3. Initiate and guide the development of policies for the Council's consideration and ensure that all policies of the Council and legal duties of the Council are implemented.
4. Interpret Council policies for staff, as well as all state and federal laws and regulations relevant to the operation of the HPREC.
5. Administer the development and maintenance of programs designed to provide maximum utilization of funds within the cooperative. Be accountable for accurate distribution of individual district monies and for accurate monthly, quarterly, and end-of-year reports by working with the HPREC Business Manager and Director of Programs. Assure sound fiscal management and compliance with state and federal audit procedures.
6. Maintain records required by the Council, state and federal statutes and regulations.
7. Provide districts with technical assistance in the interpretation of special education laws and regulations.
8. Prepare the agenda for each Council meeting; notify Council members in advance of the items to be discussed and set up dates, times and locations of meetings.

9. Attend all Council meetings. Prepare a report of monthly activities for the Council and provide information as needed.
10. Serve as the official representative of the Council in relations with the Public Education Department, New Mexico legislature, and other applicable agencies in matters pertaining to all programs adopted by HPREC.
11. Conduct studies and appraisals of the development and needs of all districts and make recommendations to the Council. Encourage ideas and active participation in the development of programs among personnel. Develop objectives to address specific problems facing local educators, administrators, teachers, educational assistants, staff, parents, etc., that work with students.
12. Strive to enhance cooperation between the public school, community, state, and federal agencies.
13. Provide districts with technical assistance for state and federal monitoring activities.
14. Define job requirements and responsibilities for HPREC personnel. Conduct evaluations of all HPREC personnel and office staff. Assist personnel with professional development plans as applicable. Make decisions regarding all employment, reemployment, termination, dismissal and discharge of staff.
15. Serve as recruitment agent for HPREC.
- 16.
17. Perform other duties as assigned by the HPREC Council.

4014 Separation

The Executive Director may be separated from service with the Council upon a majority vote of the full Council.

4015 Resignation

The Executive Director may resign upon providing the Council with proper notice of the intention to resign. The notice will be in conformance with contractual and statutory provisions.

4016 Compensation and Benefits

The Executive Director's compensation and benefits will be established by the Council and may be renegotiated at the time of issuance of contract or upon the preparation of yearly compensation schedules.

Regular leave benefits will be the same as provided for other employees of equal contract length. Any additional annual leave benefits will be established by the contract.

4017 Retirement

The Executive Director will be subject to the same retirement conditions as the total staff and will be entitled to all retirement benefits accumulated during total services as provided by statute.¹

4018 Travel Expenses

The Executive Director shall keep informed of current educational thought and practice by study, by visiting school districts, by attendance at educational conferences, by

¹ Legal Reference: Educational Retirement Act 22-11, NMSA, 1978

participation in professional organizations, and by any other appropriate means. The expenses of the Executive Director for such travel will be paid by HPREC. This expense item will be a part of appropriate yearly budgets and will follow all requirements of the Mileage and Per Diem Act.

4019 Evaluation

The Council will evaluate the Executive Director in terms of the efficiency of operation and accomplishments of the total REC program on an annual basis.

402 Council-Executive Director Relations

4020 Annual Reports

Ongoing reports, verbal and/or written, describing the progress of the REC in terms of goals achieved, objectives reached, and standards responded to shall be made to the Council, along with recommendations for improvement.

The annual report may include, but not be limited to:

1. Demographic data related to each school district/agency served.
2. Child Find information for the region.
3. Budget use for each of the REC's programs.
4. Plans and programs for staff improvement, including both REC and district staff.
5. An overview of programs in progress; plans for any innovative, experimental and/or new programs.
6. Reports on anticipated changes in state and federal statutes or regulations, which may impact program offerings.
7. Needs of the REC office and staff.
8. Proposals for policy changes or improvements.
9. Ongoing evaluation of staff.
10. Staff recruitment efforts.

4021 Administration in Policy Absence (see 310)

In cases where action must be taken within the cooperative and the Council has provided no guidelines for administrative action, the Executive Director shall have the power to act. The decisions shall be subject to review by the Council at its regular meeting. It shall be the duty of the Executive Director to inform the Council promptly of such action and of the need for policy.

4022 Delegation of Authority as Hearing Officer

The HPREC Council acknowledges the following:Under the provision of NMSA 1978, Section 22-4-4D² the Council must approve the employment, termination, or discharge of all personnel upon recommendation of the Executive Director; (2) The Council has the power and duty under Section 22-5-4C³ to delegate administrative and supervisory functions to the Executive Director; and (3) In the course of supervising and

² Legal Reference: 22-4-4D NMSA, 1978 Comp.

³ Legal Reference: 22-5-4C NMSA, 1978 Comp.

administering the daily operation of the REC, circumstances arise in which the Executive Director is called upon to take action with regard to employees within the REC.

The HPREC Council therefore delegates to the Executive Director the authority and responsibility to act as hearing officer or hearing authority for the purposes of hearing or reviewing facts, deciding appropriate disciplinary action, or reviewing disciplinary actions of other designated administrators, consistent with procedures established by state law or regulation or Council policy. Instances in which the Executive Director may exercise such delegation of authority include, but are not limited to, the following circumstances:

1. In effecting the immediate and temporary suspension with pay of employees, whether certified or non-certified, where alleged misconduct of the employee is so severe or extreme that the Executive Director in his sole discretion determines such immediate action to be necessary to preserve the health, safety, or welfare of students or other employees of districts or the REC or to assure the continued efficient operation of the REC. No appeal to the Council from such action may be had unless the Executive Director also recommends Council action to suspend such employee without pay or to terminate or discharge such employee.
2. In offering employment to prospective employees in the interim between Council meetings where such offer is necessary to obtain qualified staff, so long as all such offers are expressly conditional on the subsequent recommendation to and approval of the Council.
3. In reviewing complaint or grievance resolution proceedings as set forth in Council policy and in determining whether particular issues are subject to such grievance procedure.

The delegation of authority provided herein may not be used in a manner contrary to state law or regulations or to deny any employee rights to which he or she may otherwise be entitled. The council may expand the delegation prescribed herein in appropriate circumstances. The enumeration of delegated authorities to the Executive Director shall not be construed to limit the authority of the executive director to take such further actions as may be necessary to administer programs or to execute Council policy, unless such authority is reserved to the Council by state law.⁴

4022 Delegation of Authority as Procurement/Purchasing Officer

The HPREC Council delegates to the Executive Director the authority and responsibility to act as procurement/purchasing officer for HPREC within federal, state, and local regulation and policies. All such purchases and procurements are subject to the Procurement Act and to Council review and/or approval.

403 Director of Programs

4031 Qualifications

Shall possess a Master's degree with a major in educational administration, a valid New Mexico license to practice school administration, at least five years experience in public

⁴ Legal Reference: 22-4-4C-D, NMSA, 1978

schools or related agencies, or such alternatives to the qualifications as the Council may find appropriate and acceptable.

4032 Supervises

The Director of Programs directly supervises all program (related services and non-administrativ office staff).

4033 Responsibilities

The job responsibilities of the Director of Programs shall include but not be limited to:

1. Carrying out the REC Council's policies as delegated by the Executive Director.
2. Coordinating all REC programs: IDEA, Medicaid, Title 1, Title II, Title IV, Title V, Child Find, and other HPREC programs..
3. Providing staff level leadership for curriculum and staff development.
4. Organizing related services personnel assigned to the member school districts for maximum effectiveness.
5. Arranges and coordinate in-service training for each school district, as needed. Assist directly and indirectly with the training and technology needs to facilitate success for all involved with educating all students. Assist the business manager in the financial arrangements of all workshops and in-services through the HPREC.
6. Coordinate activities necessary to conduct Child Find.
7. Assuring maintenance of accurate and complete personnel files.
8. Serving as the recruitment agent for the REC.
9. Making recommendations to the Executive Director regarding the employment, assignment, and evaluation of personnel. Assisting the Executive Director with the development of the REC staff evaluation and development plan. Maintaining documentation that each staff member has been evaluated and has demonstrated the essential competencies.
10. Establishing an atmosphere, which will promote communications with faculty, staff, parents and community and promoting a mutual understanding of the concerns, opinions, and feelings of each group.
11. Making appointments or setting meetings for staff, as requested.
12. Monitoring services by related services personnel to assure compliance with state and federal regulations.
13. Providing and/or coordinate parent/staff training and technical assistance to member school districts.
14. Acting as a liaison between the REC and member school districts.
15. Performing other duties as assigned by the Executive Director.

4034 Terms of Employment

The contract is for 261 days and may be for one (1) or two (2) years. Salary is established by the Council upon the recommendation of the Executive Director. Regular leave benefits will be the same as provided for other employees of equal contract length. Any additional annual leave benefits will be established by the contract.

4035 Evaluation

The Director of Programs is evaluated annually by the Executive Director in accordance with provisions of the High Plains REC evaluation procedures.

4036 Employment Conditions

Recruitment. The Executive Director will hire Director of Programs and any other administrative vacancies with the best-qualified person available.

1. Hiring. Director of Programs applicants will be interviewed and hired by the Executive Director.
2. Assignment. All Director of Programs responsibilities are assigned by the Executive Director.
3. Separation. Director of Programs may be separated from service with the REC upon recommendation of the Executive Director in accordance with statute and regulation.
4. Resignation. Director of Programs may resign his position by providing the Executive Director with a notice of at least thirty days of his intention to resign. The Executive Director is authorized to waive the thirty days notice and to accept the resignation without penalty according to his discretion.
5. Retirement. Administrative personnel are entitled to all retirement benefits accumulated during total service as provided by statute.
6. Reduction-in-Staff. Reduction in administrative staff will be accomplished, when necessary, in accordance with the HPREC reduction-in-force policy.