

# Northeastern Utah Educational Services (NUES)

All Students Achieving Their Potential



Announcement of Position

## **EXECUTIVE DIRECTOR**

Northeastern Utah Educational Services - Heber City, Utah

# VACANCY OVERVIEW

The Northeastern Utah Educational Services (NUES) Board of Directors is seeking qualified candidates for the position of Executive Director.

## JOB SUMMARY

Under the direction of the NUES Board of Directors, the Executive Director is responsible for the efficient operation and use of resources including personnel assigned to the Regional Education Service Agency. The Executive Director is on a 220-day contract.

## SALARY & BENEFITS

The compensation will be competitive with education administrator salaries in Utah and will be determined by professional preparation and successful experience in educational administration, as well as other qualifications. Benefits include:

- Group health insurance – premium paid 100% by the agency
- Dental insurance
- Long-term disability insurance
- Life and accidental death insurance
- Participation in Utah Retirement System programs
- Use of an agency automobile
- Employee contributory plans including:
  - Flex spending
  - 401k/457 plans

## BASIC REQUIREMENTS (EDUCATION & EXPERIENCE)

- A Master's degree in Educational Administration, Curriculum Development or Technology is preferred
- A Master's degree and administrative endorsement is required
- A current Utah Educator Professional License
- A current driver's license
- Experience may be substituted for some education

## APPLICATION TIMELINE

- The deadline for receiving applications will be March 28, 2023
- The Board will review applications and hold interviews following the closing
- The new Executive Director will be appointed in May and assume the position on July 1, 2023. (Contracts with other School Districts will be honored)

# NORTHEASTERN UTAH EDUCATIONAL SERVICES

Northeastern Utah Educational Services (NUES) is one of Utah's four Regional Education Service Agencies established to assist school districts in providing equitable and cost-effective services and programs for students in rural Utah to match those offered to students on Utah's urban Wasatch-front. Utah State Code Section [53G-4-410](#) and Utah State Board of Education Rule [R277-706](#).

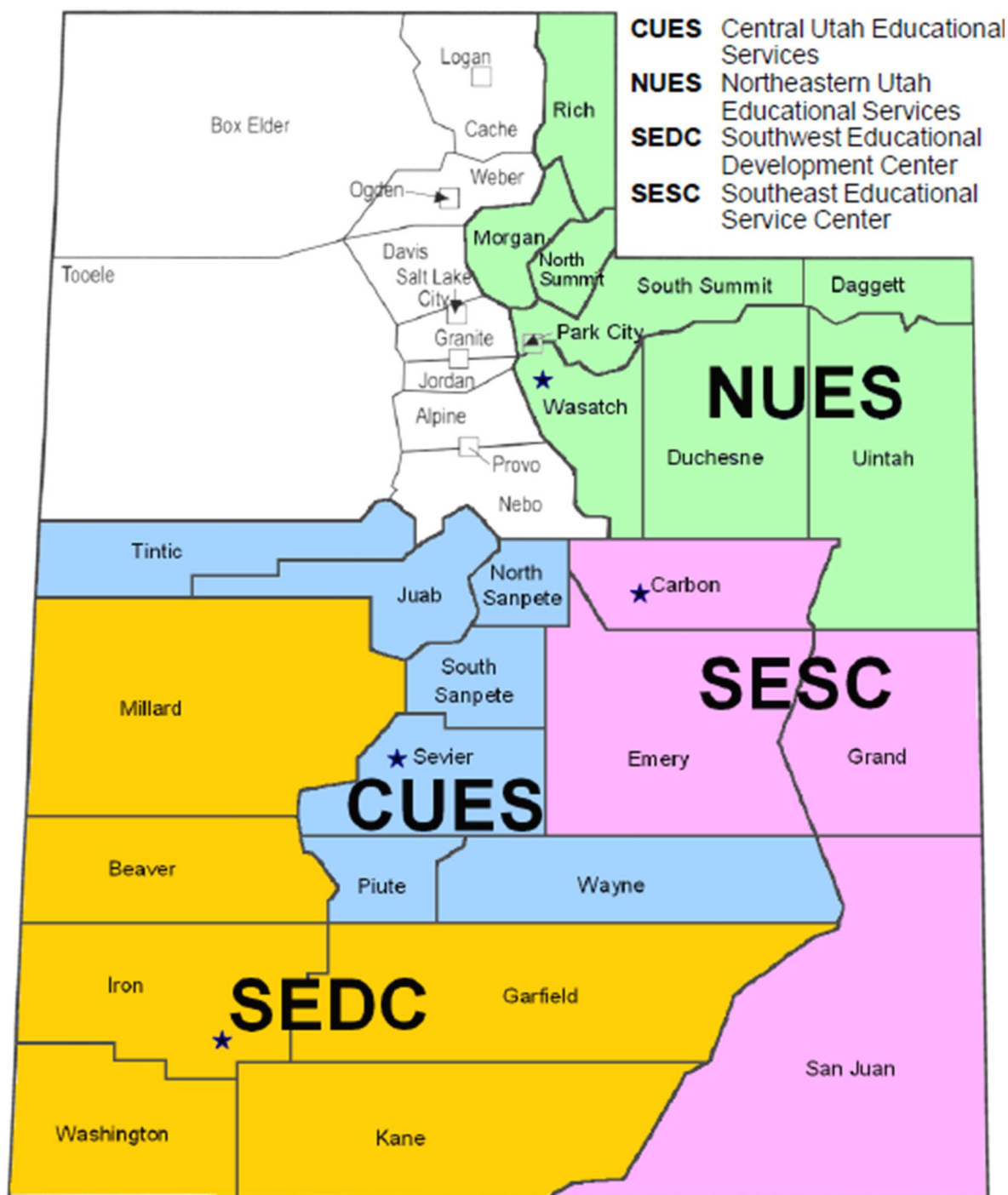
The NUES service region spans seven (7) counties in the Northeast corner of Utah covering 13,263 square miles. NUES directly serves fourteen (14) local education agencies (LEAs) including nine (9) school districts and five (5) charter schools. The NUES region LEAs consist of 63 schools serving 33,065 students and employ 2,080 educators. LEAs in the NUES region span in size from 75 students to 8,793. NUES 2022-23 employee FTE count is 10.5.

NUES Region LEAs			
LEA	Enrollment	FTE	Schools
Daggett School District	177	24	3
Duchesne School District	5,224	324	13
Morgan School District	3,290	186	5
North Summit School District	1,026	70	3
Park City School District	4,350	365	7
Rich School District	511	41	4
Soldier Hollow Charter School	335	23	1
South Summit School District	1,669	113	5
Terra Academy	646	37	1
Uintah River High School	75	13	1
Uintah School District	6,829	353	10
Wasatch School District	8,793	484	8
Weilenmann School of Discovery	535	38	1
Winter Sports School	105	9	1
<b>Totals</b>	<b>33,565</b>	<b>2,080</b>	<b>63</b>

**Mission:** NUES provides cooperative services and assists school districts in delivering efficient, equitable and quality educational programs that empower educators to increase student achievement and learning.

**NUES Website:** <https://www.nucenter.org/>

# Utah's Regional Education Service Agencies (RESAs)





# FINANCIAL DATA

## NUES Budget Revenue 2022-23

- State Appropriation   \$ 500,000
- UETN Appropriation   \$ 168,319
- State Grants           \$ 933,926
- Region Programs       \$ 212,000
- Other Income           \$ 12,500
- Total Revenue         **\$1,826,745**

# AREA INFORMATION

Situated 45 minutes from downtown Salt Lake City and 30 minutes from Provo, Heber City is only minutes from the world-renowned Deer Valley, Park City and Sundance ski resorts. Within the region are thirteen (13) state parks, acres of public forest and trails (Uinta-Wasatch-Cache National Forest and Ashley National Forest), a 2002 Olympic venue, a historic railroad, stunning golf courses, multiple lakes and reservoirs, blue ribbon fishing (Strawberry, Flaming Gorge etc.) and fantastic hunting. The NUES service region stretches 2.5 hours by car from Heber City in three different directions to Laketown in the North, Manila in the Northeast, and Vernal in the Southeast.



# LEADERSHIP QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, character, and experience requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An effective communicator with excellent people skills, able to build mutual trust and respect with board members, legislators, employees, school administrators, region educators, parents and students through open communication
- A person with strong moral character, integrity, and high ethical conduct
- A good listener who is accessible and willing to communicate openly with staff and stakeholders
- A person competent in budgeting, long-range planning and management of agency resources
- A person with experience and understanding of Utah's education system and legislative process
- An advocate for the agency and its LEAs in the community and at the state level
- A person with an exceptional ability to problem solve, make decisions and effectively delegate authority
- An individual with a working knowledge of law and policy governing public education at the federal, state, and local level with the ability to effectively work with elected officials
- An individual who possesses a strong work ethic and the willingness to devote whatever time is necessary to do the job

NUES expects all employees to practice high standards of moral and ethical conduct that are consistent with the agency. All employees are expected to be law-abiding, ethical, honest, and demonstrate respect for the dignity of all students, colleagues, parents, and members of the community.



# DUTIES AND RESPONSIBILITIES

Will include but are not limited to:

- Supervision and responsibility for management, planning and business functions in the agency
- Attend all meetings of the Board, be responsible for the maintenance of an accurate record of its proceedings
- Be custodian of all agency funds, be responsible and accountable for all money received and disbursed
- Countersign with the Board chair all payments of the agency as well as other legal documents approved by the board.
- Prepare and submit to the Board each month a written report of the agency's receipts and expenditures
- Prepare the Board's meeting schedule and agendas in coordination with the Board President and President-elect
- Prepare and submit to the Board a detailed annual statement for the period ending June 30th of the revenue and expenditures, including beginning and ending fund balances
- Prepare and submit an annual report including budget documents and fiscal reports required by law to the State Board of Education
- Participate in presentations to the State Board of Education and State Legislature as required and requested
- Coordinate the agency's participation in the risk management pool
- Serve on the Utah Rural Schools Association (URSA) Board
- Participate as a member of the Utah School Superintendent's Association (USSA)
- Coordinate matters pertaining to:
  - Region Student Competitions (Sterling Scholar & Region Art Show)
  - Region Purchasing Cooperatives
  - RESA and Region Conferences (URSA & WBack)
  - Region Professional Learning Opportunities
  - Region APPEL Educator Licensing Program
  - Agency Marketing, Social Media and Public Relations
  - Agency Purchasing
  - Agency Personnel and Departments
- Establish a productive relationship with the state legislators elected to represent the school districts in the NUES region
- Work closely with lawmakers to bring about positive legislative action to benefit all students in the Utah public education system
- Work closely with the agency fiscal agent (Wasatch School District)
- Work closely with independent and state auditors in coordinating audits
- Perform other duties as assigned by the Board



# APPLYING FOR THE POSITION OF EXECUTIVE DIRECTOR

To be considered for this position, applicants must submit a single PDF file by 4:00 p.m. MDT on March 28, 2023. The single PDF file should be emailed to Richard Stowell at: [rstowell@usba.cc](mailto:rstowell@usba.cc) and must contain the following:

1. A formal letter of interest
2. A current vita sheet or resume that details your professional preparation, experience, and achievements
3. An application, which is available at [www.usba.cc](http://www.usba.cc)
4. Three current Letters of Recommendation addressing your professional qualifications and attributes
5. Transcripts from the colleges/universities in which you have earned degrees
6. A copy of certifications and licenses

All required materials should be submitted electronically to: Richard Stowell, Utah School Boards Association 860 East 9085 South, Sandy, UT 84094 [rstowell@usba.cc](mailto:rstowell@usba.cc) 801-566.1207

