

# **Southeast Education Service Center (SESC)**

**A Regional Education Agency**



**Serving Southeast Utah  
By Providing Educational  
Equity For Rural Schools**

Announcement of Position

## **EXECUTIVE DIRECTOR**

Southeast Utah Educational Services - Price, Utah

# VACANCY OVERVIEW

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

## JOB SUMMARY

Under the direction of the SESC 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 a 12 month position.

## SALARY & BENEFITS

The compensation will be competitive with education administrator salaries in Utah (Salary range 90k-105k+DOE) 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)

- Administrative license certification or eligible to receive administrative license certification

## APPLICATION TIMELINE

- The deadline for receiving applications will be April 30, 2024
- 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, 2024. (Contracts with other School Districts will be honored)

# SOUTHEASTERN UTAH EDUCATIONAL SERVICES

Southeastern Educational Services Center (SESC) 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](#).

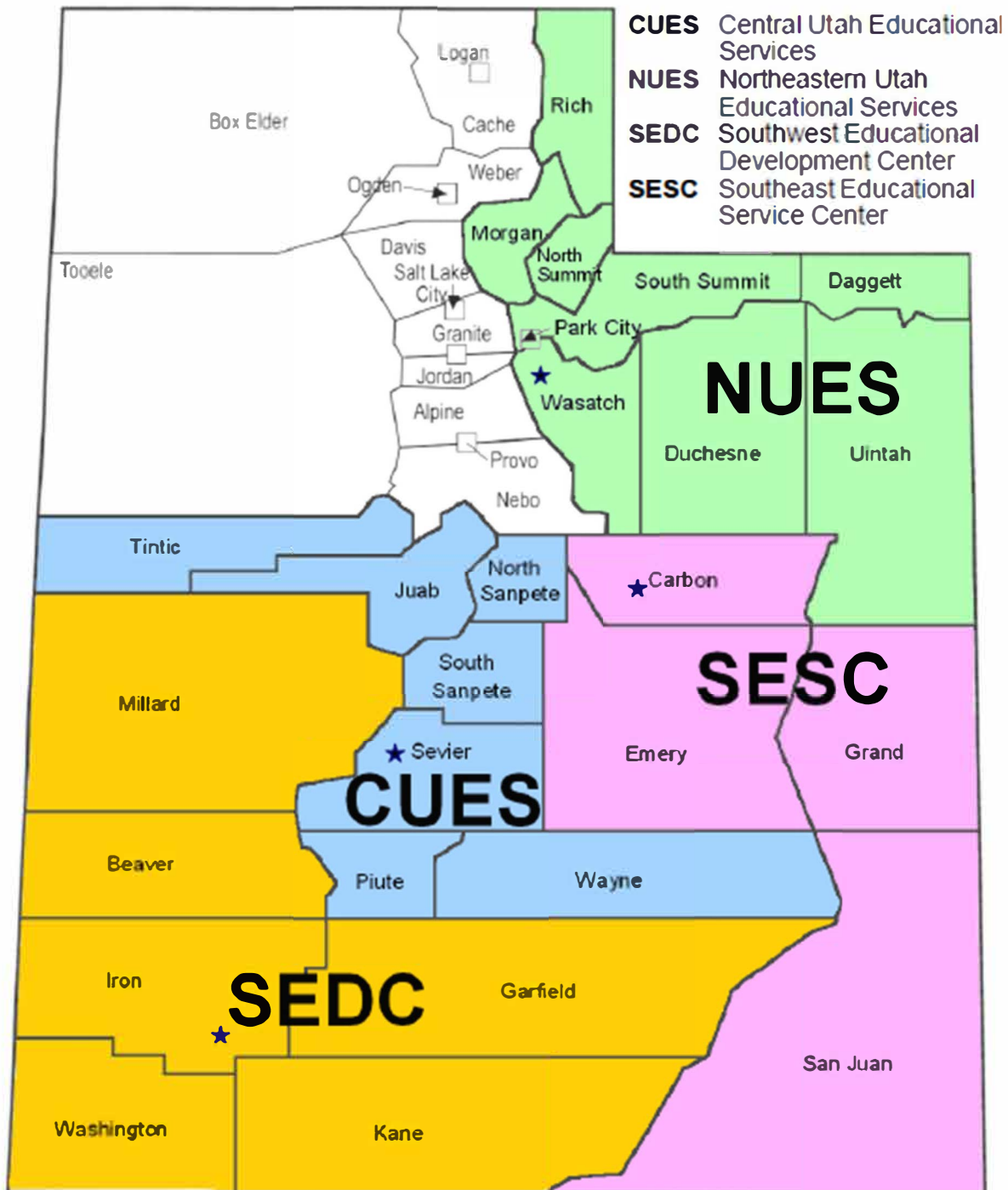
The four school districts of Carbon, Emery, Grand and San Juan make up the Southeast Region of Utah. The districts and charters served by SESC encompass 17,455 of Utah's 84,916 square miles, or 21% of the Utah's total area. There are nine states within the USA that are smaller than 17,455 square miles in total area. Legislative: The four Service centers are also part of an organization called Utah Rural Schools Association (URSA) which organizes the Thursday afternoon meetings on the hill during the session. Each service center plans an annual dinner and business meeting with legislators to discuss items related to education.

School Districts:		Charter Schools	
	<b>Carbon School District</b> 2022 Fall Enrollment 3,334 <a href="#">District Web Site</a>		<b>Pinnacle Canyon Academy</b> 2022 Fall Enrollment 408 <a href="#">School Web Site</a>
	<b>Emery School District</b> 2022 Fall Enrollment 2,085 <a href="#">District Web Site</a>		<b>Moab Charter School</b> 2022 Fall Enrollment 62 <a href="#">School Web Site</a>
	<b>Grand School District</b> 2022 Fall Enrollment 1,435 <a href="#">District Web Site</a>		
	<b>San Juan School District</b> 2022 Fall Enrollment 2,881 <a href="#">District Web Site</a>		

SESC is a not-for-profit service center that supports the public education school districts and schools in Southeast Utah and exists to provide services needed and requested by the schools/districts served. The current student enrollment for the service area is 11,237

SESC Website: <https://seschools.org/>

# Utah's Regional Education Service Agencies (RESAs)



# FINANCIAL DATA

## SESC Budget Revenue 2023-24

- 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

From Highway 6 North (Spanish Fork, Provo, Salt Lake City) Take Spanish Fork Canyon down highway six. On the first Price turn off (Castleview Hospital on the right), make a left at the stop light onto 1st North. At the first light turn right at Carbon Avenue. Continue straight and make a left turn at 100 South (past Zions Bank and the Price Post Office). Continue straight on 100 South until 700 East (T intersection). Turn right at 700 East. Make another right at 200 South. SESC is the first building at the right.

From Highway 6 South (Moab, Blanding, Grand Junction, Colorado) Take the first Price exit. Continue on Highway 55/Main street. At 700 East, turn left (Keybank and CJ's Do-It Center). Travel 2 blocks to 200 South. Turn right. SESC is the first building at the right.

From Highway 10 South (Huntington, Castle Dale, Richfield, Cedar City, St. George) Continue on Highway 10 to Carbon Avenue. After the railroads tracks, turn into the right-hand lane. Immediately turn right at 100 South. Continue straight on 100 South until 700 East (T intersection). Turn right at 700 East. Make another right at 200 South. SESC is the first building at the right.

# 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

SESC 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 are 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
- 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 April 30, 2024. 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