

Executive Director

Oklahoma Commission for Teacher Preparation

APPLICATION INSTRUCTIONS:

Please send resume and cover letter addressed to:
Executive Director Search
3613 Buckingham Drive
Norman, OK 73072

Or email to: rthacarr@gmail.com

State agency seeks chief administrative officer responsible for overall agency strategic planning, financial management, organizational development, staff management, and program operations. The chief administrative officer will provide leadership through advocacy in education and public policy.

Examples of Work Performed:

Directs the formulation and implementation of policies, procedures, and standards.
Implements educator preparation initiatives informed by current trends and research

Performs administrative functions in planning, coordinating, and evaluating programs and initiatives. Supervises overall operations, including communications, budgeting, technology, rule making, and related research

Reviews and analyzes appropriate information for immediate and long-range program planning. Conducts needs assessment for the programs involved, including coordinating and conducting public meetings for public input, as well as meetings for prioritizing needs and coordinating interagency collaboration

Works with the legislature by providing data and information to assist in the development of education policy. Monitors and communicates to Commissioners and constituents, state and federal legislation which impact educator preparation.

Consults with appropriate public officials and private entities regarding the agency budget work program. Prepares budgets, grant applications, and requests for proposals.

Develops and maintains office and personnel policies and procedures; establishes measurable goals and objectives, and supervises the attainment of such goals; directs, supervises and evaluates staff personnel to meet the stated mission of the Commission.

Represents the Commission in various in-state and out-of-state meetings. Serves as agency representative to local, regional, and national committees and advisory boards.

Establishes and maintains effective relationships with state officials, employees, the public and Commission members.

Performs related work as required and assigned.

Knowledge and Skills:

Knowledge of the principles and practices of P-12 public education and higher education, as well as federal and state laws related to education and public policy.

Knowledge of professional education unit level accreditation in higher education.

Knowledge of the mission, goals and initiatives of the OCTP, as well as current research and trends in educator preparation.

Effective oral and written communication skills

Qualifications:

Holds a minimum of a Master's degree in business, public administration, education, or a behavioral or social science, and five (5) years professional level managerial or administrative experience.

Demonstrated success in effectively leading change and organizational growth through strategic planning.

Demonstrated success in staff leadership, team building, and partnership development.

Demonstrated success in strategic planning and financial management.

Able to fulfill all job-related travel normally associated with the position.

Salary commensurate with experience