

**Maine Administrators of Services for Children with Disabilities (MADSEC)**

**EXECUTIVE DIRECTOR JOB DESCRIPTION**

**Title:** Executive Director of the Maine Administrators of Services for Children with Disabilities (MADSEC)

**Employed by:** MADSEC

**Qualifications:**

- Graduate Degree in Special Education or related field
- Hold or qualify for a Maine Administrator of Special Education Certification
- Special Education administrative experience
- Knowledge of Maine Special Education Regulations
- Experience in Professional Development
- Experience with grant and budget development

**Responsible to:** Executive Committee as Defined by MADSEC Policy

**Supervises:** MADSEC Office Staff and other contractual personnel (including negotiations with conference facilities and speakers, attorney fees, other training professionals as needed)

**Job Goals:** To coordinate and supervise the implementation of the mission of MADSEC as evidenced by results, which indicate good planning, coordination, and organization.

**Performance Responsibilities:** Execute the policies and procedures of MADSEC

1. Financial
  - a. Account for receiving and disbursing of all funds
  - b. Prepare Representative Board updates of MADSEC financials for each Representative Board Meeting
  - c. Administer the investments and other holdings of MADSEC
  - d. Prepare and present an annual MADSEC budget
  - e. Administer any contracts MADSEC receives for work and/or contracts that provide services to MADSEC
2. Legislature
  - a. Stay up to date and inform both Executive Board and Representative Board of proposed legislation or acts, which would affect MADSEC membership and/or students with disabilities
  - b. Write and present testimony representing MADSEC's view

3. Work with the Executive Committee and appropriate committees as assigned to plan, develop and manage professional development activities.
4. Coordinate monthly Representative Board meetings, prepare, and distribute documents generated by the Executive Committee and the Representative Board.
5. Maintain an ongoing public relations program for MADSEC.
6. Maintain the records of MADSEC such as records of daily operation, financial reports, and other documents assigned by the Executive Committee.
7. Participate on the following committees:
  - a. MADSEC committees as assigned by the President.
  - b. Statewide committees as approved by the President.
8. Develop and maintain working relationships with private and governmental organizations whose purpose is to advocate for children with disabilities.
9. Provide resources and information to members.
10. Work with the Executive Committee, Representative Board and the MADSEC Membership to:
  - a. Develop initiatives to support retention of current membership in their leadership roles.
  - a. Develop and work with initiatives to encourage recruitment to the positions in special education.
  - b. Encourage increasing enrollment in undergraduate and graduate Special Education programs.
11. Perform other duties as assigned by the Executive Committee of MADSEC.

**Terms of Employment:** Year-round employment with salary and benefits described in current contract.

**Evaluation:** Annually by the Executive Committee. Following a six (6) month probationary period/review the Executive Director will be evaluated annually by the Executive Committee.

Adopted: 11/91  
Revised: 3/95  
Affirmed: 4/98