

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**EXECUTIVE DIRECTOR/EDUCATIONAL**  
**EXAMINERS BOARD**

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**DEFINITION**

Under general direction, provides professional administrative program services which have a significant impact on the operations and services of the Board of Educational Examiners; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Provides leadership and direction for the development of an effective program regarding licensure issues for the Board of Educational Examiners.

Communicates and coordinates information exchanges regarding directions and decisions of Board policy.

Provides coordination and support to the Board of Educational Examiners in investigating and acting upon professional practices complaints and any subsequent hearings on such complaints.

Represents the Board with the Iowa legislature during regular and interim sessions; acts as spokesperson for the Board at legislative meetings or with individual legislators.

Establishes and maintains effective communications with state and national education organizations, professional standards boards in other states, the National Board for Professional Teaching Standards, and various educational institutions.

Manages the state budgetary development process on behalf of the Board of Educational Examiners.

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

**COMPETENCIES REQUIRED**

Knowledge of the Board of Educational Examiners programs as they relate to licensure, investigation, and complaint actions.

Knowledge of project management procedures such as establishing a plan, identifying constraints and success criteria, and development implementation and evaluation methodologies.

Knowledge of statutory laws and administrative rules and regulations which affect Board operations.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent.

Ability to organize and present facts and opinions clearly and concisely both orally and in writing.

Ability to represent Board activity both within and outside the organization and to gain support for the program goals.

Ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Possession of a Master's Degree in an educational field; possession of, or ability to immediately obtain an Iowa Educational License; and experience as a teacher or administrator at the preschool, elementary, secondary or higher education level with demonstrated successful experience in staff management and supervision.

**NOTE:**

Additional consideration will be given to candidates who have a Doctorate in Education and work experience at multiple educational levels or types of educational institutions.

**NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the employing agency:

Board of Educational Examiners  
Department of Education

Effective Date: 7/90