

HEART OF GEORGIA RESA Employment Announcement

PLEASE POST

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Position Title: Executive Director,
Heart of Georgia Regional Educational Service Agency

Announce Date: May 6, 2009

Starting Date: July 1, 2009

Salary: 11 or 12 month contract reflective of experience and qualifications,
plus benefits

Desired Qualifications:

Valid Georgia PAL-5 or L-5 or higher certificate in educational leadership

- Strong leadership qualities and ability to work successfully with other professionals
- Demonstrated skills in administration and supervision
- Demonstrated skills in organization and in personnel management
- Demonstrated understanding of state government budget planning, and purchasing and inventory procedures
- The ability to develop and maintain professional working relationships with educators
- The ability to maintain confidentiality of records

Major Duties and Responsibilities:

- Performs as educational leader of the RESA
- Serves as chief executive officer of the RESA Board of Control
- Oversees staff personnel management
- Oversees facilities management
- Oversees financial management
- Directs community relations activities
- All other duties as assigned by the Heart of Georgia RESA Board of Control

Submit the Following to Apply:

Letter of intent
Resume
Copy of most recent Georgia certificate
List of three references with contact information

Deadline for Application:

Applications must be received by 4:00 p.m. May 27, 2009.

Mail all information to:
Charlotte H. Pipkin, Ed. D.
Executive Director
Heart of Georgia RESA
1141 Cochran Highway
Eastman, GA 31023

(Heart of Georgia RESA requires a criminal background check on all employees. An acceptable fingerprint record is required [O.C.G.A. 20-2-211.].

It is the policy of Heart of Georgia RESA not to discriminate on the basis of race, color, national origin, sex, marital status, age, religion, or disability in educational programs or employment practices.