

COLORADO BOCES ASSOCIATION



Joining Forces to Enrich Educational Opportunities for Students

Co-Executive Director of Colorado BOCES Association and Foundation Part-time: 125 days/1,000 hours

[The Colorado BOCES Association \(CBA\)](#) seeks a collaborative, strategic, and visionary Co-Executive Director to partner with the current Executive Director during a planned leadership transition. This position will shadow and support the Executive Director from August 1, 2025, through July 31, 2026, ensuring a seamless transition. The Co-Executive Director will gradually assume responsibility for leading the Association and Foundation in advancing their mission of supporting the Boards of Cooperative Educational Services (BOCES) and fostering collaboration, innovation, and resource sharing across Colorado's educational community.

The Co-Executive Director position will be a 125-day contract. The Executive Director will determine the specific work schedule based on the needs and events of the Colorado BOCES Association (CBA). Workdays will be structured to coincide with CBA Quarterly meetings, state meetings, conferences, and the Colorado legislative session to ensure active participation in key initiatives.

About the Colorado Boards of Cooperative Educational Services (BOCES)

The local Boards of Cooperative Educational Services (BOCES) provide educational services to two or more school districts that might otherwise struggle to afford or manage these services independently. By pooling resources, BOCES enables districts to reduce costs, avoid duplication, and offer a wider range of programs, such as special education, career and technical education, curriculum development, technology support, and grant management. Some BOCES also serve as Special Education Administrative Units. Driven by a cooperative, service-oriented approach, BOCES adapts to evolving needs, fosters community partnerships, and ensures comprehensive support for students and staff across districts.

Key Responsibilities

Strategic Leadership

- Develop and implement strategic goals and initiatives in collaboration with the Board of Directors;
- Represent the Colorado BOCES Association in statewide education discussions, policy development, and inter-agency partnerships;
- Serve as a trusted advisor to BOCES leadership, guiding operational challenges, special education services, and legislative priorities at the state and federal levels.

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Advocacy and Stakeholder Engagement

- Advocate for BOCES interests, including special education and administrative unit priorities, at the state and federal levels;
- Build and maintain strong relationships with state legislators, the Colorado Department of Education (CDE), administrative units, school districts, and other key stakeholders;
- Advocate at the Federal level with Congress and the USDE and arrange for and support CBA representatives to lobby at the Federal level;
- Monitor and influence education-related legislation, policies, and funding opportunities, particularly those impacting special education and student services.

Program Administration

- Oversee the administration and support of statewide programs, including the student nutrition food service program, ensuring compliance with federal and state regulations;
- Develop and manage strategies to improve program access, operational efficiency, and outcomes for students across the state;
- Oversee and support the local BOCES with the administrative services provided to school districts, such as technology services, alternative licensure for teachers and principals, recruitment and retention of staff, and any other services provided to local school District, including digital learning, professional development, and federal programs;
- Collaborate with BOCES, school districts, and administrative units to enhance the delivery of special education services, ensuring alignment with state and federal requirements (e.g., IDEA).

Role with Special Education and Administrative Units

- Provide leadership and support to administrative units within the BOCES framework, including facilitation of cooperative efforts for special education services;
- Work closely with special education directors, school district leadership, and CDE to address challenges, compliance needs, and funding concerns;
- Advocate for equitable funding and resources for special education and gifted education programs and administrative units statewide;
- Monitor developments in special education legislation and regulations, providing timely updates and recommendations to BOCES members;
- Provide leadership and coordination to provide a statewide IEP system for Administrative Units in Colorado.

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Role with AEPA

- Act as Colorado's representative to the Association of Educational Purchasing Agencies (AEPA), ensuring active participation in collaborative purchasing initiatives;
- Develop and promote purchasing solutions that align with the needs of Colorado's BOCES and school districts;
- Recruit and provide support for staff in the administration of the AEPA Cooperative purchasing program;
- Facilitate communication between AEPA and BOCES members and school districts to ensure awareness and use of AEPA's cooperative purchasing agreements.

Organizational Management

- Oversee the day-to-day operations of the Association and Foundation, ensuring efficient use of resources and adherence to policies;
- Manage the Association and Foundation's budget, finances, and contracts, ensuring fiscal responsibility and sustainability;
- Plan and execute professional development opportunities, conferences, and events for BOCES members, including those focused on special education and program management;
- Assist BOCES with the development and implementation of local, state, and federal programs to recruit and retain educators;
- Support/facilitate BOCES Executive Director searches;
- Facilitate orientation sessions and Boardmanship training for BOCES Board members;
- Coordinate and support CBA committee meetings;
- Supervise staff and contractors, fostering a positive and collaborative work environment.

Communication and Public Relations

- Act as the primary spokesperson for the Association and Foundation, communicating its mission, values, and goals to various audiences;
- Disseminate relevant updates, legislative reports, and resources to member organizations promptly;
- Develop outreach materials and maintain the Association and Foundation's online presence.

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Qualifications

Required

- **Education:** A bachelor's degree or equivalent experience in education, special education, public administration, nonprofit management, or a related field;
- **Experience:** At least 5 years of experience in nonprofit leadership, education, educational advocacy, or a related field;
- **Leadership:** Demonstrated work experience leading and managing education, non-profit management, or public administration;
- **Advocacy:** Demonstrated work experience advocating for policy change, particularly at the state and local levels, with a focus on regular and special education and rural communities;
- **Travel:** Ability to travel statewide as needed.

Preferred

- A master's degree in education, public administration, or a related field;
- Experience in rural education as a Superintendent, BOCES Executive and/or Program Director is strongly preferred;
- Deep understanding of rural education challenges and opportunities, including funding disparities, teacher recruitment and retention, and access to technology;
- Strong connections to educational leaders, policymakers, and organizations in Colorado or the Rocky Mountain region;
- Experience working with special education programs, administrative units, or cooperative purchasing agreements is preferred;
- Experience working with a Board of Directors and understanding of nonprofit governance.

Skills and Competencies

- Ability to see the big picture and develop long-term plans to achieve organizational goals;
- Ability to build partnerships and work effectively with diverse stakeholders;
- Strong analytical and problem-solving skills, with the ability to navigate complex challenges;
- Strong communication skills and a demonstrated ability to work with diverse clients, external stakeholders, and team members in a professional, diplomatic, and confidential manner;
- Sensitivity to the diverse cultural and economic contexts in rural communities;
- Ability to navigate change and lead the organization through transitions effectively.
- Strong understanding of BOCES operations, Colorado educational policies, special education services, and rural education challenges;

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- Financial management experience, including budgeting and reporting;
- Familiarity with special education laws (e.g., IDEA), cooperative purchasing agreements, and large-scale program administration.

Compensation and Benefits

- Salary Range: \$75,000- \$82,000 annually - 125-day/1,000 hours contract with a competitive salary based upon education and relevant work experience to the duties and responsibilities of the position;
- Health Benefits Stipend: \$7,200 annually;
- Mileage Reimbursement per IRS regulations;
- Flexible work arrangements, with the option for remote work within Colorado.

Required Application Materials

- Cover Letter
- Resume
- Three (3) Professional References - Name, Title, Company/Organization, Relationship, and Contact Information

Timeline

Closing Date for Applications: **March 17, 2025**

Interviews: **April 15, 2025**

Start Date: **August 1, 2025**

Completed Applications are due on or before March 17, 2025, and submitted electronically to:

shelly.landgraf@purehrsolutions.org

Contact information:

Shelly Landgraf

Pure HR Solutions, HR Consultant

shelly.landgraf@purehrsolutions.org

The CO BOCES does not discriminate in its employment or hiring practices on the basis of race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity, disability, or other basis prohibited by law.