

Legislative Education Study Committee Job Description

Job Title: Director

Reports to: Committee Chair, Vice-Chair, and Committee Members

General Purpose:

Is responsible for the direction, coordination, and organization of the LESC staff, research-related activities, and the general function of the office.

Duties and Responsibilities:

1. supervises all LESC employees;
2. assists the chair and the LESC in developing a workplan for the interim;
3. assigns research topics to research analysts;
4. reviews and approves research topics conducted by analysts for the LESC;
5. develops the budget and oversees all budgetary expenditures of the office;
6. screens, approves, assigns, and prioritizes all work requests from legislators;
7. assists the chair in developing agendas for LESC monthly meetings;
8. serves as liaison between the committee and other appropriate education agencies and/organizations;
9. conducts staff and in-service meetings;
10. attends and participates in meetings, workshops, budget hearings, and other necessary functions on behalf of the LESC or pursuant to statute;
11. serves as a consultant on all education-related issues for the LESC and other legislators;
12. oversees the development of the LESC proposed legislation for each session;
13. reviews all LESC proposed legislation;
14. ensures that legislation is drafted as required by the LESC;
15. during the legislative session, assists chairs of Senate Education and House Education with all public school-related legislation as well as the funding of public school support; and
16. performs other related duties as assigned by the committee.