

ADVOCACY

PROFESSIONAL  
LEARNING

RECOGNITION

STUDENT  
ACTIVITIES

Established in 1953, CAS is a non-profit organization working with Connecticut's school leaders to improve outcomes for students and solve the challenges facing K-12 schools in the state. CAS' core mission - to promote excellence in the education of all students - is achieved through advocacy, professional development, recognition and student activities programs. CAS represents nearly 900 of the state's public and parochial schools and is affiliated with the National Association of Secondary School Principals, the Association for Middle Level Education, and the National Association of Elementary School Principals.



CONNECTICUT  
ASSOCIATION OF SCHOOLS

A photograph of a school building with a dark roof and light-colored walls, set against a clear sky. The building is partially obscured by trees in the foreground.

ANNOUNCING  
TWO POSITION  
VACANCIES

Assistant Executive Director  
for Early Childhood &  
Elementary School Services

&

Assistant Executive Director  
for Secondary School  
Services  
(Middle & High)

*serving  
schools and  
their leaders*



The Connecticut Association of Schools  
30 Realty Drive, Cheshire, CT 06410  
203.250.1111 • 203.250.1345

[www.casciac.org](http://www.casciac.org)

# POSITIONS

The Board of Directors of the Connecticut Association of Schools is seeking two visionary leaders to assume the following positions on or about July 1, 2022:

- Assistant Executive Director for Early Childhood & Elementary School Services
- Assistant Executive Director for Secondary School Services (Middle & High)

# APPLICATION PROCESS

Candidates should submit the following:

1. Letter of application directed to Dr. Glenn Lungarini, Executive Director
2. A résumé reflecting the qualifications, skills and experiences required of the position
3. Three (3) letters of reference from persons qualified to judge the professional performance and personal character of the applicant
4. A writing sample that has resulted from a past experience in a leadership position

Timeline:

1. June 10 - Deadline for application materials
2. Mid to late June - Finalist interviews
3. June 30 - Announcement of successful candidate
4. July 1 (or as soon thereafter as possible) - Start date for new assistant executive directors

**All materials should be emailed to Dr. Glenn Lungarini at: [glungarini@casciac.org](mailto:glungarini@casciac.org)**

# RESPONSIBILITIES

- Oversee and execute the work of the early childhood/elementary and secondary school divisions, respectively;
- Serve as liaison and consultant to all early childhood/elementary and secondary school boards and committees, respectively;
- Assess professional needs and interests of early childhood/elementary and secondary school members, respectively, and design professional development activities accordingly;
- Oversee and facilitate early childhood/elementary and secondary school recognition programs and events, respectively;
- Represent CAS on commissions pertinent to the work of the early childhood/elementary and secondary school divisions, respectively;
- Attend regional and national conferences relevant to the work of the early childhood/elementary and secondary school divisions, respectively;
- Further CAS' work in the areas of early childhood/elementary and secondary school education, respectively;
- Manage or assist in the planning and execution of professional learning activities sponsored under the auspices of the Center for Leadership and Innovation;
- Advise and assist CAS Student Activities Director in planning and implementing student leadership programs;
- Assist in promoting and publicizing all early childhood/elementary and secondary school programs and activities, respectively;
- Expand memberships at the elementary and middle level, respectively;
- Serve as a liaison to our national affiliates, National Assoc. of Elementary School Principals (NAESP), Assoc. for Middle Level Education (AMLE)/National Assoc. of Secondary School Principals (NASSP), respectively;
- Carry out other such duties as assigned by the executive director.

# QUALIFICATIONS

The successful candidates shall:

- have a minimum of a master's degree in education or related field;
- have a background in K-12 education and, preferably, in school administration;
- have held prior positions of leadership and be a respected member of his/her professional community;
- possess effective skills as a speaker, writer, listener and advocate;
- be an effective communicator, collaborator and consensus-builder;
- have strong moral, personal and professional ethics;
- be an energetic and self-directed visionary and change-agent;
- have a strong grasp of the complexities of the work of today's school leaders and an eye to their future needs;
- be able to manage multiple priorities simultaneously;
- embrace new technologies;
- have strong fiscal management experience and skills;
- apply creativity and innovation to expanding and improving programs and services;
- understand the history, mission and role of the Connecticut Association of Schools.

These are 5 day/week, 40-week positions with the majority of work carried out during the academic year.

Salary & benefits commensurate with experience.

Depending upon interest and specific skill sets, one of the successful candidates will be asked to serve in the dual role of assistant executive director and director of the Center for Leadership and Innovation. Additional responsibilities will include conducting the CAS Leadership Academies and the administrator evaluation and support trainings.