

Application Procedure

Interested individuals must submit the following:

- ❑ A letter of application outlining background, experience and qualifications for the position
- ❑ A current résumé
- ❑ A list of references (from persons qualified to judge the professional performance and personal character of the applicant – a minimum of three (3) references required)

Send all application materials to:

Glenn Lungarini
Executive Director
CT Association of Schools
30 Realty Drive
Cheshire, CT 06410

Selection Process

Deadline for applications is September 19, 2018.

Interviews will be held in late September, 2018.

A final candidate will be selected before October 1, 2018.

The Connecticut Association of Schools is an equal opportunity employer.



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.

Unique among the fifty state associations functioning within our national borders, CAS is an organization of member schools, united to see to the needs of students and schools in all areas of interscholastic activity.



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR: CT ASSOCIATION OF NATIONAL HONOR SOCIETIES

The Board of Directors of the Connecticut Association of Schools is seeking qualified candidates for the position of Executive Director of the Connecticut Association of National Honor Societies (CANHS).

Individuals who will be considered for the position must have experience as an advisor and/or student activities director, be energetic, articulate; possess outstanding written and oral communication skills; be proficient in Microsoft Office; be able to work with minimal direction, and be committed to carrying out the mission of CAS.

JOB DESCRIPTION

The Executive Director of CASC is responsible to the CAS Student Activities Conference Board of Control and to the Executive Director of CAS. The CASC Executive Director has full responsibility for the development of the CASC budget and for the management of funds.

Other duties include, but are not limited to, the following:

- Work to increase membership in CANHS
- Conduct annual advisor workshops
- Plan and conduct state leadership and student activity events
- Arrange for Connecticut students' attendance at the National Federation of State High School Association's Annual Conference
- Send out pertinent materials and items of interest to members
- Act as a resource person for student leadership and student activity information
- Attend state executive directors' meetings, as well as meetings of the National Association of Honor Societies and the National Association of Workshop Directors
- Serve as CANHS liaison to CAS
- Coordinate and oversee all CANHS Advisory Board meetings

JOB DESCRIPTION

(continued)

- Assist state officers in performing their duties
- Provide assistance to schools with newly established NHS chapters
- Maintain communication with the National Association of Honor Society and other state organizations for the purpose of sharing and implementing new ideas

WORK YEAR & SALARY

The position of Executive Director of CANHS is a part-time position with no set schedule. Hours of work will be based on individual's availability. The majority of responsibilities will fall during the school year.

Salary: \$6,500 annually



CONNECTICUT ASSOCIATION OF STUDENT COUNCILS

The Connecticut Association of National Honor Societies (CANHS) is an advisory organization designed to help honor society chapters work more effectively and efficiently within the school community. CANHS sponsors statewide conventions, leadership workshops and related activities for student members. CANHS provides students with important opportunities to obtain leadership development, develop community service and character initiatives, and help chart the course of their education.

The Connecticut Association of National Honor Societies was established under the auspices of the Connecticut Association of Schools.

CANHS PROGRAMS & SERVICES

- The CANHS newsletter, which contains timely and important information for student leaders and advisors
- The annual CANHS Advisor's Workshop, which affords student council advisors an opportunity to learn and share information
- The CANHS Spring Conference, which is the largest gathering of student leaders in the state of Connecticut