serving schools & their leaders

VISIT CASCIA.C.ORG

AN INVITATION TO APPLY FOR THE POSITION OF

EXECUTIVE DIRECTOR

THE CONNECTICUT ASSOCIATION OF SCHOOLS
30 Realty Drive, Cheshire, CT 06410
203.250.1111 • 203.250.1345
POSITION
The CAS Board of Directors is seeking a visionary leader with strong communication and organizational skills to assume the position of Executive Director on or about July 1, 2018.

RESPONSIBILITIES
- Act as the executive agent of the Connecticut Association of Schools and be responsible to the CAS Board of Directors;
- Supervise a team of associate/assistant executive directors and support staff;
- Serve as an ambassador for CAS at the state, regional and national levels;
- Serve as an advocate for schools and school leaders with the legislature and government agencies;
- Prepare and present an annual budget to be adopted by the membership;
- Foster cooperative relationships with other professional education and sports/activities organizations;
- Serve as liaison to national affiliate organizations including NASSP, NAESP and NFHS;
- Work with staff to set financial and programmatic priorities and promote membership opportunities;
- Ensure the ongoing success and expansion of CAS’ four service areas: advocacy, professional learning, recognition and student activities (both athletic and non-athletic).

QUALIFICATIONS
- Has a minimum of a master's degree in education or related field - sixth year or doctorate preferred;
- Has a background in K-12 administration and, preferably, coaching experience at the secondary level;
- Understands the history, mission and role of the CT Association of Schools and the CT Interscholastic Athletic Association;
- Has experience with the legal process;
- Demonstrates an awareness of the professional learning needs of school leaders;
- Has a strong grasp of legislative and public policy issues;
  - Has strong fiscal management experience and skills;
  - Is committed to education-based athletics and activities;
  - Has held prior positions of leadership;
  - Is an effective communicator, collaborator and consensus-builder;
  - Demonstrates strong leadership skills, sound judgment, integrity and ethical conduct;
  - Possesses effective skills as a speaker, writer, listener and advocate;
  - Is open, sincere and compassionate;
  - Is knowledgeable and well-read
  - Has an understanding of technology
  - Is a respected member of his/her professional community;
  - Is a visionary and change-agent;
  - Is a team player and a team builder;
  - Has a positive approach to management which results in high employee morale and staff synergy.

SALARY
Salary and benefits commensurate with experience.

APPLICATION PROCESS
The application packet should include the following:
1. Letter of application directed to Dr. Rosie Vojtek, CAS President
2. A resumé that reflects the qualifications, skills and experiences required of the position
3. A list of four references, only one of which should be a character reference (please include addresses, phone numbers and email addresses for all references)

Application Timeline:
1. May 15 - Deadline for application materials
2. Early thru mid June - Finalist interviews
3. July 1 - Announcement of successful candidate
4. August 1 (or as soon thereafter as possible) - Start date for new executive director

All materials should be sent to Karen Packtor at kpacktor@casciac.org
OR
CT Association of Schools
30 Realty Drive
Cheshire, CT 06410