

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

An invitation to apply for
the position
of

ASSISTANT
EXECUTIVE
DIRECTOR

for Elementary and
Middle Level
Education



*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

THE POSITION

The Board of Directors of the Connecticut Association of Schools is seeking a visionary leader with strong communication and leadership skills to assume the position of Assistant Executive Director for Elementary and Middle Level Education on or about July 15, 2019.

APPLICATION PROCESS

Candidates should submit the following:

1. Letter of application directed to Donna Hayward, CAS President
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. July 1 - Announcement of successful candidate
4. July 15 (or as soon thereafter as possible) - Start date for new assistant executive director

QUALIFICATIONS

The successful candidate 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 issues facing school leaders in the 21st century;
- be able to manage multiple priorities simultaneously;
- embrace new technologies;
- have strong fiscal management experience and skills;
- demonstrate entrepreneurial savvy;
- understand the history, mission and role of the Connecticut Association of Schools.

This is a 5 day/week, 40-week position with the majority of work carried out during the academic year.

Salary & benefits commensurate with experience.

All materials should be emailed to Glenn Lungarini at: glungarini@casciac.org

RESPONSIBILITIES

- Oversee and execute the work of the elementary and middle level divisions of CAS;
- Serve as liaison and consultant to all elementary and middle level boards and committees;
- Increase elementary and middle level membership;
- Assess professional needs and interests of elementary and middle level members and design professional development activities accordingly;
- Facilitate elementary and middle level recognition programs/events;
- Represent CAS on commissions pertinent to the work of the elementary and middle level divisions;
- Attend regional and national conferences relevant to the work of the elementary and middle level divisions;
- Further CAS' work in the area of early childhood education;
- Assist in planning and managing K-12 professional learning activities sponsored under the auspices of the Center for Leadership and Innovation;
- Design and implement new and innovative approaches to providing professional learning to members;
- Assist in promoting and publicizing all elementary and middle level programs and activities;
- Carry out other such duties as assigned by the executive director.