



AN INVITATION TO APPLY
FOR THE POSITION OF:
EXECUTIVE DIRECTOR

The Executive Committee invites applications/nominations for the position of Executive Director.

The Association: The Capital Area School Development Association (CASDA) provides professional development opportunities for all constituents of over one hundred twenty K-12 public and private affiliate school districts in the Capital Region. It serves as a field arm of the School of Education, University at Albany, State University of New York. An Executive Committee of thirteen superintendents and three University at Albany members governs CASDA.

The Position: The executive officer fosters the development of a future-oriented agenda and direction for CASDA and its members. This educational leader initiates, establishes and maintains collaborative relationships with the New York State Education Department, with the University at Albany community at large and the School of Education in particular, with K-12 school personnel locally, regionally and state-wide, with professional development providers such as the Greater Capital Region Teacher Center and regional BOCES, State School Boards Association, the Association of School Business Officials and with the business community. The director spearheads identification of promising educational practices, promotes leadership fostering creativity and development of vision, establishes innovative partnerships, and orchestrates delivery of professional development opportunities for K-16 administrators, teachers and support staffs using the latest technology. The director engages a staff consisting of an associate director, one assistant director, an office manager, an administrative assistant and the director of leadership, research and development-CASDA/University at Albany and graduate assistants in:

- Developing and delivering professional development opportunities for all members of the educational community
- Strengthening the delivery of research-based *instructional* practices to participating districts
- Serving as a liaison to facilitate communication, collaboration and partnerships between the University at Albany, its School of Education and CASDA Affiliates
- Facilitating and delivering on-site programs
- Providing consultation services
- Preparing statistical, financial and other research data for affiliate districts
- Producing and disseminating several publications

The executive officer actively seeks funding at the local, state and national levels for programs which further CASDA's mission. The executive officer manages CASDA's finances, prepares and submits budgets and maintains fiscal controls. The executive officer interprets and defines the mission of the organization and provides visionary leadership in the educational community.

Qualifications: Candidates should have a demonstrated record of leadership in innovative, collaborative educational ventures at the local, regional, state and/or national levels. They should have executive experience in school administration, preferably at the chief school officer level, or other equivalent background and show evidence of encouraging initiative and independent development of educational and professional goals. The successful candidate will demonstrate:

- Knowledge of educational issues and facility with research based instruction
- Knowledge and utilization of advanced technology
- Successful major grantsmanship
- Familiarity with New York State education laws and policies
- Excellent communication skills
- Broad-based network of affiliations with the educational community

Earned doctorate is preferred.

Salary/Starting Date: Executive Director is a full time position with appointment on April 28, 2010 and a start date of July 1, 2010. Total salary range is \$95,000-110,000.

Procedures for Applications/Nominations: The Executive Committee Selection Team will begin reviewing nominations and applications immediately and will continue to review applications until a new Executive Director is selected. To assure full consideration, however, candidate materials should be submitted by February 25, 2010. *Applications will be treated in confidence. CASDA is an equal opportunity employer and encourages applications from qualified candidates of underrepresented groups.* Applicants should forward current vitae, a letter of interest, and three professional references responding to stated qualifications to:

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