



*serving  
schools &  
their leaders*

AN INVITATION TO  
APPLY  
FOR THE POSITION  
OF

**VISIT  
CASCIAC.ORG**



**ADVOCACY**  
**PROFESSIONAL  
LEARNING**  
**RECOGNITION**  
**STUDENT  
ACTIVITIES**

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

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# 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 [kpactor@casciac.org](mailto:kpactor@casciac.org)

OR

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