



Information for Applicants for the Position of

**EXECUTIVE DIRECTOR  
CALIFORNIA COUNTY SUPERINTENDENTS'  
EDUCATIONAL SERVICES ASSOCIATION**

### THE POSITION

The California County Superintendents Educational Services Association (CCSESA) provides the organizational mechanism for the 58 County Superintendents of Schools to design and implement statewide programs to identify and promote quality cost-effective educational practices and services, and provide support to school districts in the areas of student services, curriculum and instructional services, fiscal accountability and business services, personnel services, and technology and telecommunications. In addition, CCSESA advocates on behalf of K-12 and early childhood education at state and federal levels, and in partnership with state agencies, develops and coordinates statewide training to implement new responsibilities of county superintendents to ensure consistent statewide application and standards.

### CCSESA's GOALS

- Provide enhanced services and resources to districts to support continuous improvement in student achievement with particular focus on closing the achievement gap.
- Advocate for effective policies and adequate resources for public education through involvement in federal and state legislative processes.
- Act in a preventive, proactive manner to ensure the academic and fiscal stability of school districts.

### PROFESSIONAL AND PROFESSIONAL PROFILE

CCSESA seeks an Executive Director who:

- Has a proven record of achievement and understands the political and fiscal realities of the moment and adjusts accordingly.
- Anticipates future trends and positions for CCSESA with a clear strategy that will accelerate CCSESA towards its strategic goals.
- Is politically astute and has organizational sophistication with an appreciation of nuances and understanding of the importance of compromise.
- Builds networks and develops strong relationships with key individuals and opinion makers.
- Has the proven ability to balance the broader political and policy priorities of state policymakers with the more focused and sometimes localized, priorities of county superintendents.
- Collaborates, facilitates, and leads a process with partner agencies and associations to collectively improve outcomes for students statewide, regardless of the zip code in which they reside.
- Creates a compelling, inspired, innovative, and relatable picture around a vision and develops strategy to motivate others into action.
- Provides clear, concise messaging; adapts messaging when faced with diverse stakeholders.
- Is action oriented; takes on new opportunities and tough challenges with urgency, high energy and enthusiasm.
- Sustains energy around an organization wide effort, driving results by effectively using resources and creating multiple contingency plans.
- Ensures accountability by establishing accountability measures and systems to monitor metrics and performance indicators.
- Builds cohesive and effective teams that are strong and able to use diverse skills and perspectives to achieve common goals.
- Manages through systems (managing work processes and external organizations to accomplish CCSESA goals).

- Has strong listening skills and is open and receptive to new ideas, thoughts and opinions.
- Manages ambiguity when the future is unclear.
- Manages conflicts and navigates difficult conversations and settles differences in productive ways.
- Honors commitments, displays integrity, courage, honesty, instilling trust and confidence.
- Adapts approach based on feedback and the needs of a variety of stakeholders.
- Recognizes that CCSESA is comprised of 58 independently elected or appointed officials that operate in different contexts serving diverse communities.
- Willingness and ability to travel throughout the state.

### DESIRED BACKGROUND/EXPERIENCE

- Knowledge of the operational practices and norms of different statewide agency partners (DOF, SBE, CCEE, CDE), the legislators, Governor's office and education partner associations (i.e., ACSA, CSBA, CASBO, CTA, CSEA, SEIU).
- Has established relationships within these venues.
- Has experience advocating and writing policy.
- Is able to develop and implement strategic plans.
- Has a strong fiscal background and understanding of state, county office and local district budgets.
- Has a record of focusing on students, equity and improvement of achievement in diverse communities.
- Has a strong record of partnering with community and statewide groups.

### SELECTION PROCESS

CCSESA has retained Consultants Sally Frazier, Kent Bechler and Dennis Smith of Leadership Associates to recruit qualified candidates. The consultants and the CCSESA Board will define a process for screening and interviewing applicants. Any contact with CCSESA members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the position. CCSESA members reserve the right to visit the place of employment of a candidate prior to a final decision.

### SALARY AND CONTRACT

The salary will be competitive and based upon qualifications and experience. A multi-year contract will be considered.

### APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form
- A letter of application
- A resume
- Three letters of recommendation
- Five professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

### THE BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

Ted Alejandro, Superintendent San Bernardino County, President  
 L. Karen Monroe, Superintendent Alameda County, President-Elect  
 Ed Manansala, Superintendent El Dorado County, Past President  
 Mary Barlow, Superintendent Kern County, Treasurer  
 James Mousalimas, Superintendent San Joaquin County, State & Federal Legislative Committee Chair

CCSESA is an equal opportunity employer.

## APPLICATION PROCESS

To request application materials for CCSESA Executive Director position:

Send an email to Penny Pyle, Executive Assistant, at [ppyle@leadershipassociates.org](mailto:ppyle@leadershipassociates.org).

**Applications must be completed and returned via email by 5:00 P.M. on June 15, 2020.**

**Consultants:**

**Dennis Smith, Ed.D.**

**Sally Frazier, Ed.D.**

**Kent Bechler, Ph.D.**

**Leadership Associates**

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