



## Information for Applicants for the Position of

### **EXECUTIVE DIRECTOR CA COUNTY SUPERINTENDENT 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:

- Instills trust, holds confidences, and is of high integrity
- Displays courage
- Honors commitments
- Is direct and truthful
- Has the ability to build consensus around a common vision and purpose.
- Creates a compelling, inspired and relatable picture around the vision and develops strategy to motivate others into action
- Sustains energy around an organization wide effort
- 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
- Has the ability to manage through systems (managing work processes and external organizations to accomplish CCSESA goals)
- Manages ambiguity when the future is unclear
- Develops a path forward with multiple contingency plans
- Is astute politically and has organizational sophistication with an appreciation of nuance and understanding of the importance of compromise
- Builds networks and develops strong relationships with key individuals and opinion makers
- Understands the seat of politics, power, influencers and is able to avoid creating tensions between and among groups
- 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

- Is a collaborator who 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
- Manages conflict by getting in front of situations
- Navigates difficult conversations and settles differences in productive ways with minimum noise
- Is innovative, creating new and different ways CCSESA can be effective
- Anticipates future trends and positions for CCSESA with a clear strategy that will accelerate CCSESA towards its strategic goals.
- Is self-aware with the ability to personally learn and adapt
- Is flexible, proactively seeks feedback
- Reads the room and can adapt approach
- Is skilled at balancing the needs of different stakeholders
- Recognizes that CCSESA is comprised of 58 independently elected or appointed officials that operate in different contexts serving diverse communities
- Helps members understand the art of compromise and that by going together in partnership with education and non-education partners we go farther
- Shapes, influences and is a liaison between diverse stakeholder groups – acts fairly
- Has strong listening skills and is open and receptive to new ideas, thoughts and opinions
- Has good communication skills. When faced with small and or large group settings with diverse stakeholders the Executive Director is able to adjust messaging and provide clear concise messages.
- Is action oriented; takes on new opportunities and tough challenges with urgency, high energy and enthusiasm
- Drives results and uses resources effectively to maximize productivity
- Prioritizes aggressive goals while maintaining high standards
- Has a proven record of achievement and understands the political and fiscal realities of the moment and adjusts accordingly

#### **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 will screen applications and recommend candidates to the CCSESA Board for interviews and further consideration. The CCSESA Board will have the opportunity to review all applications submitted. 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 Alejandre, 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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