

Executive Director – Kentucky Association of School Superintendents

The Kentucky Association of School Superintendents is seeking to hire an Executive Director. The successful applicant will serve as a liaison for the organization with: Kentucky General Assembly, KASA, KSBA, KDE, KEA, EPSB, and all other educational organizations. The Executive Director will oversee the operations of the organization, professional development, finances, and personnel. It will be their responsibility to work directly with the KASS Board of Directors in maintaining communications that foster the advancement of the KASS mission and vision. The position will be a full-time administrative job (230- 240 days) working in the administrative office as well as traveling across the state. The successful candidate will be eligible for retirement and benefits offered other school district employees including Kentucky Teacher Retirement. If you have questions please contact Anthony Strong, President KASS at 859-654-6911 or email Anthony.strong@pendleton.kyschools.us. All applications must be submitted online at <https://pendletoncounty.tedk12.com/hire/index.aspx> Application Deadline is October 20, 2014

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES):

1. Minimum of a Master's degree in education or related field.
2. Doctorate in education (*preferred/not required*).
3. Minimum of seven (7) years of experience in the management of a school district, education-related agency or a private not-for-profit association.
4. Must have held various positions of progressively more responsible nature.
5. Must be highly innovative and creative; visionary thinker.
6. Must be committed to the Association's Mission Statement. Must be able to lead and motivate others to accomplish the goals and objectives set forth in the Mission of KASS.
7. Models the highest standards of performance and ethics in all personal and professional matters.
8. Must have the ability to effectively plan, organize, direct, control, and lead the overall operations of the association. Must be able to carry out vital administrative functions.
9. Must have a working knowledge of key issues related to public education, including Kentucky's new education system (Unbridled Learning).
10. Must be able to make sound management decisions, have the ability to delegate work to others, appraise and review work to ensure controls are functioning appropriately. Must be skilled in exercising leadership to a diverse group of employees, membership and general public.
11. Must have excellent written and verbal communications and diplomacy, including demonstrated and successful consensus building skills.
12. Must have a thorough knowledge of budgeting and forecasting techniques.
13. Must have the ability to investigate and analyze a variety of unusual conditions, problems and questions, exercising exceptional judgment in arriving at a decision, and is able to make tough decisions with effective rationale.
14. Must be skilled in the development of plans, schedules and operating procedures.
15. Must be able to make contact with members of the general public, as individuals or groups, in a structured and unstructured setting.
16. Must be able to cultivate goodwill and gain and retain the respect of employees, clients and the general public; and able to reconcile divergent points of view.
17. Must be attentive to details. Must have the ability to analyze various statistical information.
18. Must be able to work under high stress and time pressures.
19. Must be willing to travel more than 30% in-state, with a minimum of out-of-state travel.