

~ **Executive Director** ~

*Located at the Old Capitol Building in Downtown Olympia, Washington
Opened May 16, 2011 and will close for application on ~~June 15~~ May 31, 2011*

State Board of Education Profile

The State Board of Education is authorized by the Washington State Legislature to provide advocacy and strategic oversight of public education, implement an accountability system that results in improved student learning, and provide leadership in the creation of a system that personalizes education and respects diverse cultures, abilities, and learning styles. The Board also promotes achievement of the goals of Washington's Basic Education Act, approves high school graduation requirements, develops performance improvement goals, approves changes in the scores needed to meet the standards on the state assessments, works with higher education, workforce and early learning policy makers, approves waivers for educational restructuring, and provides oversight of Required Action Districts.

The Washington State Board of Education is comprised of sixteen members. Five members are elected regionally by representatives of local school boards and seven are gubernatorial appointees. The Superintendent of Public Instruction and one private school representative also serve. In addition to the fourteen voting members, the Washington Association of Student Councils appoints two high school members.

Scope of Responsibility:

The State Board of Education is seeking a dynamic and proven leader with a passion for excellence in education to serve as Executive Director. The Executive Director is appointed by, reports to, and serves at the pleasure of the Board.

The Executive Director will work with Board members to implement the Board's strategic plan, identify education trends and policy priorities, and make legislative and other recommendations for improving the education of students in Washington State.

This position is responsible for the overall operation of the Board and includes planning, organizing, directing, communicating and supervising the Board's staff. The Board's annual budget is approximately \$850,000.

Essential activities include, but are not limited to:

- Assures that the Board has access to relevant information and understands the impact and implications of their policy options.
- Provides research and policy analysis on issues and prepares drafts of needed documents for consideration by the Board, which will often include identifying relevant connections between various initiatives.
- Management of a complex set of initiatives from policy creation to implementation.

- Develop policy and budget legislative proposals and evaluate Governor and legislative bills.
- Works with Legislators, Office of the Superintendent of Public Instruction, education organizations, citizen groups, other state agencies, the Governor's Office, school districts, and representatives of local and federal government to provide information to the Board for consideration in the decision-making process.
- Represents the State Board at conferences and functions, makes presentations to the Legislature and other bodies, and speaks for the Board to news media and public forums on matters arising before the Board.
- Hires and supervises Board staff. Handles all personnel related activities for Board staff. Currently the Board has four staff members that the Executive Director supervises; and a fifth staff member is supervised by the Executive Assistant.
- Prepares and monitors the Board's budget to assist the Board with policy decisions.

Key Competencies:

- A strong commitment to improving education in the state of Washington.
- Ability to work efficiently and productively with a diverse Board.
- Demonstrated strong leadership and vision in education reform.
- Demonstrated interpersonal and political skills working with a variety of entities such as legislative bodies, state and federal agencies, tribal governments, local governments, educational associations, interest groups and parents.
- Demonstrated experience with the legislative process.
- Successful record of building relationships with diverse interests.
- A keen understanding of the achievement gap and the challenges facing low-income children and families.
- Excellent oral and written communications skills.
- Ability to supervise staff, setting goals, and measuring performance.
- Ability to handle multiple responsibilities and provide quick turnaround.
- Strong listening skills.
- Effective team builder.
- Strong research skills (must understand and use research and data to guide the work of the Board).
- Results oriented.
- Strong mediation and consensus building skills.

Desired Qualifications and Credentials:

- A Master's degree in public policy, public administration, education or closely allied field.
- Strategic planning and policy development experience.
- Supervisory, legislative advocacy, budget, rulemaking, and fiscal experience.
- Preference will be given to those candidates who possess relevant experience in state education policy issues.

Salary and Benefits:

The annual compensation range for the position will depend upon the qualifications of the candidate selected. Washington State has a generous benefit package including health, dental and life insurance, retirement, and an optional deferred compensation program. You may go to www.hca.wa.gov for more information regarding state health benefits and costs and www.drs.wa.gov for more information regarding retirement options.

To Be Considered for this Position, Please Submit:

- A cover letter (no more than two pages) outlining your interest in the position that also specifies how you meet the qualifications of the position.
- A chronological resume including: dates and total month/years in each position held for each previous employer.
- A list of three professional references from different employers.

Please send all the application materials to the attention of:

Kristin Collins
Office of Superintendent of Public Instruction
600 Washington Street Southeast/Post Office Box 47200
Olympia, Washington 98504-7200
Voice/Message: (360) 725-6270; FAX: (360) 664-0567
E-mail: Kristin.collins@k12.wa.us
Internet: <http://www.k12.wa.us>

Electronic application packages are encouraged and should be sent in ***MS Word format only***.

The State Board of Education is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons with a disability who need assistance in the application process, or those needing this announcement in an alternative format may call Kristin Collins at (360) 725-6270 or TTY (360) 664-3631.

APPLICANT PROFILE DATA FORM

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions below.

Name: _____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please circle "Other Race."*

Aleut	Cambodian	Filipino	Hispanic	Korean	Spanish
Asian	Chinese	Guamanian	Indian	Laotian	Vietnamese
Black	Eskimo	Hawaiian	Japanese	Latino(a)	White

Other Race (specify/indicate race or culture):

If you are more than one race, also circle "Multi-Racial" and indicate your preference for Affirmative Action purposes:

Multi-Racial:

Affirmative Action Preference

2. Are you? Male Female

3. Have you ever been on active duty in the U.S. Armed Services?

Yes (if circled, see 3a and 3b) No

3a. Dates served: from: _____ to _____

3b. Are you a disabled veteran? Yes (____%) No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks?
Yes No

Date of Birth: ____/____/____

Signature

:

Affirmative Action Definitions

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

Please assist our agency in its recruitment efforts by indicating how you learned of this career opportunity.

Recruitment Announcement
OSPI Website
Newspaper
Professional Magazine/Periodical

Employment Service Center
Other Website (please specify) _____
Job/Career Fair – Location _____
State Agency (office/location) _____
Other

Thank you for responding to our survey.