

**NOTICE OF POSITION AVAILABILITY
EXECUTIVE DIRECTOR
WEST VIRGINIA SCHOOL BOARD ASSOCIATION
CHARLESTON, WEST VIRGINIA**

The West Virginia School Board Association seeks an Executive Director to succeed its current Executive Director who plans to retire from that position on August 31, 2022 (a date that may be adjusted to best meet the Association's needs and facilitate transition).

The Association is a not-for-profit 501(c)(3) corporation comprised of West Virginia's 55 county boards of education and 275 county board of education members. Its Executive Director is expected to successfully lead the Association under the direction of the Association's Executive Committee and Executive Board.

EFFECTIVE DATE

The date by which the process for selection of an Association Executive Director, as outlined herein, begins July 5, 2022.

The Association intends to conclude the process by not later than October 31, 2022, through designation of a finalist for the position by the Association Executive Board as required by the Association's Constitution & Bylaws.

QUALIFICATIONS

The successful applicant will:

1. Possess an earned undergraduate degree from an accredited institution of higher learning (master's or doctorate preferred);
2. Provide evidence of at least three years of higher-level management or administration of a corporate, not-for-profit, educational or similar institution for which the successful applicant provides(ed) leadership and is/was accountable for staff supervision, organizational programmatic development, budgeting and similar considerations;
3. Provide evidence of successful leadership and communication skills which will enable the successful applicant to work with Association members, county superintendents of schools, state and local government entities and agencies, and public education constituent groups based on knowledge of the roles and responsibilities of West Virginia's county boards of education.

DUTIES

In addition to duties specified in the Association's Constitution and Bylaws, the West Virginia School Board Association Executive Director reports to the Association Executive

Committee (president; president-elect; vice president; financial officer and immediate past president). The current Association Executive Director Job Description duties encompasses duties which include:

- **Executive administration and management.** Provides executive administration and management of the Association which, among other incumbent duties typical of such positions, includes recruiting, deployment and supervision of staff to ensure the Association achieves its articulated missions and goals.
- **Advocacy.** Represents the Association at various policy-making levels, including partnering with entities, organizations and agencies for the advancement of public education while maintaining the Association's independence and unique mission.
- **Fiduciary Leadership.** Ensures the Association operates with fiscal stability and integrity, including emphases on efficiencies and entrepreneurial funding considerations.
- **Programmatic.** Ensures the Association develops programs, organizational and financial plans to achieve its missions and goals.
- **Communications.** Ensures the Association effectively communicates with diverse constituent groups, agencies and entities to create familiarity with the Association and its goals and efforts.
- **Additional Duties.** Assumes duties as determined by Association leadership which advance the Association's mission and goals.

The Job Description is subject to review and revision based on action of the Association's Executive committee in consultation with the incoming Executive Director and as may be informed by the Executive Board.

TERM OF EMPLOYMENT

The successful applicant will be engaged under a written contract to serve as Executive Director for a term of one or two years.

SALARY

The salary of the Executive Director is negotiable, commensurate with qualifications and experience.

BENEFITS

Standard benefits accorded West Virginia School Board Association staff include medical insurance, dental/vision (Association self-insured), disability insurance, Personal Time Off (PTO), Social Security, retirement benefits, Workers Compensation, seven paid holidays, and surrender of unused leave for pay, subject to Association policies and procedures.

Note: Based on a written conclusion of the West Virginia Consolidated Public Employees Retirement Board, Association staff are not eligible for membership in the Public Employees Retirement System (PERS) and/or the Teachers Retirement System (TRS). Moreover, the Association is not eligible for membership in the West Virginia Public Employees Insurance Agency (PEIA).

APPLICATION PERIOD

The application period for the position commences July 5, 2022, concluding August 10, 2022.

APPLICATION PROCEDURE

In order to be considered, an applicant must BY EMAIL submit in written form BY PDF the following information:

1. Written expression of interest in the position;
2. A current resume or curriculum vita;
3. The name and contact information of three (3) references. **Note:** Do not forward letters of reference unless or until requested by the Executive Committee;
4. The date which the successful applicant can begin employment with the Association.
5. Forward completed document to patti@imaginewvllc.com. All documents relating to the Application Procedure must be completed by 4:00 p.m., Wednesday, August 10, 2022.
6. Upon receipt of items included in "1," "2," and "3" and "4" above, the applicant will be apprised of successive steps in the process, including the structured interview process. Accordingly, structured interviews for the position are scheduled for August 23, 2022, August 24, and August 25, with the Association intending to designate the successful applicant (finalist) for the position by September 15, 2022, but not later than October 31, 2022.

GENERAL QUESTIONS REGARDING THE ASSOCIATION

Persons having general questions regarding the Association should contact Association Executive Director Howard M. O’Cull, Ed.D., using his preferred contact information – hocull@wvsba.org, or members of the Association Executive Committee or Executive Board.

INFORMATION REGARDING THE ASSOCIATION EXECUTIVE DIRECTOR SELECTION PROCESS

Persons having questions concerning the process for selection of an Executive Director should contact Gus Penix, using his preferred contact information: guspnx@gmail.com