

DUTIES AND RESPONSIBILITIES OF THE NEW EXECUTIVE DIRECTOR

DESIRED QUALIFICATIONS AND CHARACTERISTICS OF THE NEW EXECUTIVE DIRECTOR

1. Capacity to build and maintain relationships, trust and respect with Superintendents in Western New York.
2. Has leadership experience working in the public school arena or for other nonprofit agencies
3. Having served previously as a Superintendent of Schools is a plus but not required.
4. Have outstanding written and communication skills.
5. Person who has the respect or capacity to gain the support of clients served by the Western New York Educational Service Council.
6. Possesses basic technology skills needed in the day-to-day activities of the Council.
7. Financial acumen that safeguards the finances of the Council and increases the fund balance.
8. Person who is a creative thinker and planner willing to take calculated risks that broaden the vision of the Western New York Educational Service Council.
9. Must feel comfortable in the role of promoting and maintaining the involvement of superintendents and local districts in the activities of the Council.
10. Is tech-savvy and can assist with updating website and maintaining a social media presence.
11. Familiar with strategic planning.
12. Is able to develop a bank of vetted consultants for project work.

STRATEGIC PLANNING & DEVELOPMENT

1. Develop a vision and long range plan to better serve the needs of public schools and other educational organizations.
2. Plan, develop and promote staff development events, seminars and activities based on the needs of teachers, administrators and support staff employees.
3. Promote and assist in the planned superintendent seminars known as the Executive Leadership Group.
4. Promote and assist in the planned administrator seminars known as the School Administrator Group.
5. Promotion and coordination of field consultant studies and projects.
6. Develop annual goals in concert with the Board of Directors.
7. Extend opportunities for superintendents for staff development in the Southern Tier.

COMMUNICATION

1. Continue to create the articles for the Beacon Newsletter
2. Promote, plan and encourage school participation in the annual "Awards for Excellence Banquet."
3. Prepare annual summary report for the Board of Directors
4. Implement current technology, such as webinars and podcasts, to promote activities of the Council.
5. Respond to the needs of the Dean and faculty members of the Graduate School of Education.
6. Ensure that website is current and updated.

COLLABORATION & PARTNERSHIPS

1. Partner with the ECASB and a committee to plan and deliver the annual Educational Law Conference.
2. Maintain and promote partnerships with present corporate sponsors and explore other opportunities.
3. Attend, when possible, meetings of the Erie/Niagara School Superintendent's Association and the annual conferences of the New York State Council of School Superintendents (NYSCOSS).
4. Maintain and actively engage in collaborating with the Erie County Association of School Boards (ECASB), CIDEL and Charter Schools.

BUDGET AND MANAGEMENT

1. Plan agenda for meetings of the Board of Directors.
2. Oversee the annual budget that ensures prudent expenditures and attention to a continual improvement plan to increase revenues.
3. Supervise and direct activities of employees of the Council.
4. Oversee compliance with WNYESC policies & procedures and federal & state regulations for a non-profit 501(c)(3) organization

OTHER

1. Other activities and duties as directed by the Board of Directors.



WESTERN NEW YORK EDUCATIONAL SERVICE COUNCIL

The Council was started in 1949 and was chartered by the Board of Regents in 1966. It has been affiliated with the Graduate School of Education at the State University of New York at Buffalo since its inception.

Council offices are presently maintained in Room 222 Baldy Hall on the North Campus of the State University of New York at Buffalo.

The Council employees include a full-time Executive Director, an Executive Assistant, a part-time administrative assistant and bookkeeper. A number of consultants are employed on an as needed basis to conduct superintendent searches, board/superintendent workshops, merger studies, school facilities and staffing analysis and many other projects as requested by local and state-wide districts.

The Council is committed to serving, with excellence, the needs of the school districts in Western New York in the near and distant future.

ANNOUNCEMENT OF VACANCY

The Board of Directors of the Western New York Educational Service Council is seeking a highly qualified educational leader to fill the position of Executive Director. The search process will be conducted over the next few months with the successful candidate beginning employment as early as April 2018.

Dr. Vincent J. Coppola, a leadership search consultant, is assisting the Board of Directors in the selection process. This consultant will carry out the task of screening applicants and recommending to the Board a group of final candidates. The Board will receive and review the entire list of candidates before determining those to be interviewed. Candidates must not contact the Board of Directors directly. The Board will make all decisions concerning the selection process, the evaluation of candidates, and the final appointment.

The interviews for the selected finalists will be held March 22 & 23, 2018.

Interested and qualified candidates are encouraged to submit letters of interest, resumes, completed application forms, professional credentials and/or appropriate letters of reference to Dr. Coppola at the address below. Candidates should include copies of degrees awarded and any appropriate certifications. Three letters of reference should be included in the professional credentials portfolio. If a candidate does not have current professional credentials on file with

a university placement office, the candidate must still submit the required aforementioned documentation. *Applications and Brochures can be obtained online by visiting www.wnyesc.org.*

All required documentations are to be in the possession of the consultant no later than March 5, 2018.

All required documents should be sent to:

Dr. Vincent J. Coppola
Leadership Search Consultant
for Executive Director
Western New York Educational Service Council
State University of New York at Buffalo
222 Baldy Hall
Buffalo, New York 14260-1000

WNYESC IS AN EQUAL OPPORTUNITY EMPLOYER



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CONTRACT AND SALARY INFORMATION

The Board of Directors plan to offer a three-year contract with a salary of \$65,000. Additional compensation can be provided through a limited number of consulting projects, subject to the approval of the Board of Directors.

Candidates with relevant experience in public education are preferred but all candidates with previous administrative leadership experience working for non-profit agencies are encouraged to apply.



www.wnyesc.org

WESTERN NEW YORK EDUCATIONAL SERVICE COUNCIL

(Affiliated with the Graduate School of Education, State University of New York at Buffalo)



BOARD OF DIRECTORS

INVITES YOU TO APPLY FOR THE POSITION OF

EXECUTIVE DIRECTOR

2018

www.wnyesc.org

IMPORTANT DATES

APPLICATION DEADLINE

March 5, 2018

All required documents must be submitted by 3:00 P.M. on this date.

INTERVIEWS

March 22 & 23, 2018

SELECTION

April 2018

ANTICIPATED STARTING DATE

April 2018