

The Small School Districts' Association

Is Seeking an
Independent Contractor
to Serve as a

Part-Time
Executive Director



The Association

Headquartered in Sacramento, the Small School Districts' Association represents and serves the 584 small school districts and county offices of education in California. SSDA is a member-driven organization whose purpose is to support the school governance team-school board members and superintendents.

The association is classified as a 501(c) 6 - an organization distinction that allows SSDA to pursue its legislative advocacy agenda while operating as a non-profit corporation.

The Executive Director will serve as chief executive, responsible for executing the association's programs and administrative goals.

SSDA is governed by a 12-member Executive Committee (made up of members regionally from throughout the state). The Executive Director will be directly accountable to the Executive Committee, which meets four to five times during the year. Through membership dues, fees for services, and partnerships with the business community, SSDA's 2009-2010 budget is approximately \$562,000.

SSDA has one FTE Executive Assistant, contracts for the service of a part-time Executive Director and a lobbyist with support staff.

The Position

The Small School Districts' Association is seeking an Independent Contractor to serve as a strong leader with demonstrated successful experience in working with a board to serve as its next Executive Director. A variety of management skills are necessary to ensure collaborative and positive interactions with the Executive Committee, association members and governmental agencies.

The Executive Director works closely with the Executive Committee and Association officers. The Executive Director will manage and direct a complex, multifaceted educational and financial association. The Executive Director plans, organizes, directs and coordinates the staff, programs and activities of the Association. The Executive Director maintains effective internal and external relationships with those individuals and groups which impact the successful functioning of the organization.

The Executive Director will work in the Sacramento office as well as his/her local office/home. It is expected the Executive Director will perform SSDA assignments when and where the activity needs to be addressed. While a certain number of days must be maintained in Sacramento, it is expected the Executive Director will work from his/her local office.

The Executive Director will be responsible for the following duties:

1. The Executive Director supervises SSDA staff, and is expected to work closely with the Legislative Advocate in developing positions, programs, events, etc. He/she should meet regularly with the Legislative Advocate.
2. Maintain and/or develop growth in membership classifications including district and associates.
3. Work with district superintendents on Regional meetings, Annual Conference, special conferences/workshops Executive Committee meetings.
4. Develop communications, newsletter, non-legislative website updates, brochures, flyers and letters in response to association issues and questions.
5. Work effectively with County Coordinators.

6. Supervise SSDA budget development and administration.
7. Communicate and work with members on non-legislative questions and issues on a regular basis.
8. Coordinate with State agencies and other statewide education Associations (such as ACSA, CSBA, AASA).
9. Provide non-legislative consultation services to Member Districts and Associate Members.
10. Attend all Regional meetings, Executive Committee meetings and special conferences/workshops or webinars.
11. Expand SSDA services and revenues.
12. Expand Associate membership and services.
13. Manage the website.
14. Publish five (5) SSDA Newsletters each year.
15. Be available to Associates and District Members.

Selection Criteria

The following criteria represents the standards to be used in the evaluation of applications and in the selection of an Independent Contractor.

Personal Characteristics

- An individual who possesses qualities of integrity, sincerity, compassion, honesty, and a record of successful leadership.
- A communicator who is approachable and accessible; who listens and secures meaningful involvement of the Executive Committee, Association members, legislative advocate and staff. ; possesses a sense of humor.
- An individual who has a passion for small school districts and the type of public education they provide.
- A leader of leaders who is action-oriented; build a shared vision of the future by motivating others.

Professional Experience, Skills and Abilities

The successful candidate will possess:

- Successful leadership and management experience in working with a governing board and staff of a small school district.
- Knowledge and understanding of the importance and distinctive characteristics of small school districts.
- The ability to foster and maintain a harmonious and cooperative atmosphere within an organization.
- Experience in planning, organizing, implementing, and evaluating services and activities consistent with the mission and goals of an organization.
- Ability to hire competent personnel, evaluate performance, develop staff skills and delegate responsibility.
- Excellent oral and written communication skills.
- The successful candidate will possess and demonstrate a high level of technological competence. This includes, but is not limited to word processing at a proficient level, create and manipulate Excel documents at a primary level and create basic PowerPoint presentations.
- A record of effective communication within an organization.
- Successful experience and strong leadership skills in personnel, budget planning and management, ensuring a focus on organizational goals and fiscal responsibility.
- Knowledge of, and experience with, small school districts and the Small School Districts' Association.
- Knowledge of politics, and the ability to demonstrate successful political activity, such as in local bonds or local propositions.

Application Procedure

Deadline for submitting applications is **February 26, 2010**. SSDA requests that all applicants follow the procedures outlined below.

All applications will be held strictly confidential. Those applicants wishing additional information regarding the Association should contact Al Sandrini at (916) 444-9335.

Applicants must provide the following information by **February 26, 2010**:

- The application form must be completed as instructed.
- A letter of interest indicating your reasons for application.
- A current resume' presenting your education, experience, achievements, and professional interests.
- Letters of recommendation (minimum of 4) regarding your performance in previous positions.

It is the applicant's responsibility to arrange for the letters to be forwarded to Al Sandrini in time to meet the **February 26, 2010** deadline.

Note: Any applicant who contacts the SSDA Executive Committee with the intent to influence the selection process shall be disqualified.

Applications, references, and placement documents must be mailed to:

Mr. Al Sandrini
Small School Districts' Association
455 Capitol Mall, Suite 315
Sacramento, CA95814

Selection Process

A screening committee composed of Executive Committee members will review all applications. All Executive Committee members will be invited to participate in all interviews.

The first interview will be **March 27, 2010**. If necessary, a second interview will be determined.

Travel expenses will be the responsibility of the candidate.

Salary and Benefits

The Association officers will negotiate the contract. The compensation is to be negotiable commensurate with experience and ability.

It is the successful candidate's responsibility to provide SSDA with employment eligibility and verification of U.S. citizenship in compliance with the Immigration Reform and Control Act.

Application for Independent Contractor to Serve as Executive Director Small School Districts' Association

Personal Information

First Name: _____ M.I.: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Record of Educational & Professional Preparation

Name of College/University/School: _____

Major Field of Study: _____

Attended From: _____ To: _____

Degree Awarded: _____

Name of College/University/School: _____

Major Field of Study: _____

Attended From: _____ To: _____

Degree Awarded: _____

Name of College/University/School: _____

Major Field of Study: _____

Attended From: _____ To: _____

Degree Awarded: _____

Record of Work Experience

Employer: _____

Address: _____

Date: From _____ To _____

Name of Immediate Supervisor: _____

Phone: _____

Job Title: _____

District/COE _____

Subject/Grades Taught or Supervised: _____

Salary _____

Reason for Leaving: _____

Employer: _____

Address: _____

Date: From _____ To _____

Name of Immediate Supervisor: _____

Phone: _____

Job Title: _____

District/COE _____

Subject/Grades Taught or Supervised _____

Salary _____

Reason for Leaving: _____

Employer: _____

Address: _____

Date: From _____ To _____

Name of Immediate Supervisor: _____

Phone: _____

Job Title: _____

District/COE _____

Subject/Grades Taught or Supervised _____

Salary _____

Reason for Leaving: _____

Are you currently under contract with any other District/COE? Yes _____ No _____

If so, with whom? _____

Contract Expiration: _____

Professional References

Name: _____

Organization/Company: _____

Phone: _____

Title: _____

Email: _____

Name: _____

Organization/Company: _____

Phone: _____

Title: _____

Email: _____

Name: _____

Organization/Company: _____

Phone: _____

Title: _____

Email: _____

Do you object to a member of the Screening Committee contacting references other than those herein and on your confidential papers?

Yes _____ No _____ Initial _____

Signature _____

Date _____



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