

**MISSOURI COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION
(MO-CASE)**

**JOB POSTING
February 10, 2010**

Position: Executive Director

Employed By: MO-CASE Board of Directors

Supervises: MO-CASE employees and other contracted staff

Responsible To: MO-CASE Board of Directors/President

Qualifications:

- Possesses a minimum of a Master's degree or equivalent
- Holds current certification in educational administration, preferably Special Education Administration
- Demonstrates at least 5 years of successful experience in special education administration or related administrative field
- Demonstrates a strong commitment to the mission of MO-CASE
- Demonstrates energetic and visionary leadership ability
- Demonstrates excellent written and oral communication skills
- Demonstrates interpersonal skills to work with diverse groups of people
- Possesses a working knowledge of local, state, and national legislative issues related to special education
- Possesses strong management skills with the ability to set priorities and delegate responsibility
- Demonstrates knowledge of fiscal and other recordkeeping requirements including knowledge of banking and investment options

Responsibilities:

The Executive Director is the chief administrative officer of the Missouri Council of Administrators of Special Education, and as such is ultimately accountable to the membership for all functions and programs of the organization. Through the Constitution, organization policies, and strategic plan, the Executive Director advises, counsels, and makes recommendations to the President and Board of Directors; implements policies and procedures; and supervises other MO-CASE employees.

Typical Duties:

- Establishes and maintains a constructive working relationship with the Board of Directors
- Establishes and maintains open communication with affiliates and membership
- Recommends and implements policies relating to the operation of the organization

- Supervision and evaluation of MO-CASE employees and contractual providers
- Reports on activities and goal attainment of the organization
- Serves as custodian of organizational property and records
- Recommends an annual budget for the organization
- Complies with the Constitution and adopted policies and procedures
- Makes arrangements, prepares materials, and attends Board of director meetings as assigned
- Serves as a liaison with CASE, CEC, and other state and national professional associations
- Performs other duties as assigned by the President and Board of Directors

Days/Hours:

MO-CASE does not currently maintain an office, so it is expected that the Executive Director will perform their duties from home or other location for which MO-CASE will provide no reimbursement. MO-CASE reserves the right to require the Executive Director to work from an office if, in the future, the MO-CASE Board elects to establish one. This position is a half-time position, or the equivalent of 130 (8 hour) days annually.

Benefits:

- 10 paid vacation days
- Reimbursement for Board approved reasonable and necessary expenses including professional dues, professional development, travel, and professional liability insurance
- Monthly stipend of \$300 in lieu of health insurance, life insurance, and retirement benefit

Salary Range: \$25,000 to \$39,000

Application Procedure:

Qualified applicants who wish to be considered for this position must send the following: a letter of application which explains the reasons the applicant wishes to undertake this responsibility; a statement of the relationship between the applicant's credentials and the qualifications stated for this position; a current vita; three letters of recommendation from individuals who can speak to the applicant's capabilities for this position. Applications should be sent to:

Roxie Lanier
Fort Osage R-I School District
2101 N. Twyman Road
Independence, MO 64058
rlanier@fortosage.net

This posting will remain open until filled. The initial screening of applicants will occur on March 1, 2010.