

EXECUTIVE COUNCIL GOVERNING BOARD

The Capital Area Career Center Board is comprised of individuals dedicated to providing the best education possible for every student it serves. Board members establish sound written policies and expect the director to function as the chief executive officer in implementing those policies.

The Center is governed by a Board of Control, comprised of a member of the Board of Education of each member district. The Board of Control meets four times per year. An Executive Council comprised of member district Superintendents meets monthly and provides regular governance of the Center.

Name	*Years
Mrs. Valerie Carr, Chair	7
Dr. Thomas Bertrand	10
Dr. Tom Mulligan	11
Ms. Tammie Bolden	2
Mr. David Bruno	5
Mr. Robert Gillum	4
Mr. Ron Graham	5

**Years served on the Capital Area Career Center Executive Council.*

APPLICANTS ARE REQUESTED NOT TO CONTACT BOARD MEMBERS.

Capital Area Career Center is an equal opportunity employer and the Illinois Association of School Boards is an equal opportunity employment search agency.

QUALIFICATIONS AND CHARACTERISTICS

The following characteristics and qualifications are identified as important for the successful candidate to have demonstrated in previous positions:

- Have an understanding of and ability to work with a diverse student population from various racial, social, economic, and educational backgrounds.
- Have the ability to articulate a strong vision for career and technical education by developing with the governing boards, long and short range goals.
- Have a collegial leadership style, with strong problem-solving abilities, and is accessible to staff, students, parents, and community.
- Have the ability to communicate effectively and represent the Center in the areas of Career and Technical Education.
- Be able to serve as a positive role model for students and staff and to maintain a high level of integrity in the community.
- Have the ability to maximize financial and human resources in support of educational programs in the district. Be capable of writing effective grants.
- Have a willingness to take risks, to encourage others to take risks, and to remain accountable to the community.
- Be able to provide leadership and innovation leading to effective programs, staff development and assessment.

Administrative Certification and ISBE CTE Requirements.

APPLICATION INSTRUCTIONS

IASB has a new on-line application process and no longer accepts mailed, emailed, hand delivered or faxed application packets.

Please begin your application process at: <https://illinois.executivesearchservices.com/applicant/login.aspx>

You will need to establish a user name and password. Applicants will be asked to give consent to a limited background inquiry.

Completed responses to qualifications and characteristics (Q&Cs) identified in this announcement.

All applicants must apply online by 4 p.m. February 27, 2012 and upload the following documents to receive consideration:

1. A **formal letter of application** indicating desire to be a candidate for any position.
2. A **formal resume** that includes a summary of achievements in administrative positions, educational vision and goals, personal leadership philosophy and reasons for your interest in this position.
3. At least three recent **letters of reference**.
4. **Official Transcripts** from each college/university attended.
5. **Proof of qualification and certification to be an administrator in the state of Illinois** (copy of the administrative certificate with all related endorsements*) or other evidence showing qualification to be a superintendent in another state.

* Information on certification can be obtained by contacting the Illinois State Board of Education, Division of Professional Preparation, 100 North First Street, Springfield, Illinois 62777, or by calling: 1-800-845-8749, or by visiting the ISBE website at www.isbe.net.

Announcement of Vacancy

Director of Capital Area Career Center Springfield, Illinois



MISSION STATEMENT

Our mission is to provide students the opportunity to:

- Enhance employability through technical and workplace skill development
- Transition into employment or post-secondary education.
- Prepare for life-long learning.

January 2012

ANNOUNCEMENT OF VACANCY

The Board of Capital Area Career Center located in Springfield, Illinois is seeking qualified applicants for the position of Director. The Board wishes to select a director who will begin work on July 1, 2012.

It is anticipated that the total compensation package will be in the range of \$120,000. It is expected that the initial contract will be for a multi-year period, as authorized by Illinois statutes.

GENERAL INFORMATION ON THE DISTRICT AND THE AREA

LOCATION — The Capital Area Career Center (CACC) is located in Sangamon County just south of Springfield on Toronto Road off Interstate 55. The building is on a 350-acre site and initially featured 196,000 square feet of space in 23 lab areas, 30 classroom areas and resource learning centers. The Center serves students from 12 school districts in Sangamon, Christian, Macoupin, Morgan and Menard Counties. The 12 member school districts include Athens, Auburn, Ball-Chatham, Edinburg, New Berlin, North Mac, Pleasant Plains, Riverton, Rochester, Springfield, Tri-City, and Waverly.

The Center enrolls approximately 550 students in 18 program areas.

These programs include:

- Agricultural & Industrial Mechanics
- Automotive Technology/Service
- Building Trades
- Collision Technology
- Cisco Networking Academy
- Cosmetology
- Culinary Arts
- Digital Broadcasting
- Early Childhood Care & Education
- Electrical/HVAC
- Emergency Medical Services
- Graphic Arts
- Health Occupations
- Interactive Digital Media
- Law Enforcement
- Photography
- Welding

CACC has an experienced staff and a distinctively designed facility. All career and technical programs have been aligned with state standards. Industry-based certifications and college dual credit are also available.

The Center is also home to Capital Area School of Practical Nursing (CASPN). Adult students are trained to become licensed practical nurses. CASPN is accredited by both the North Central Association and the National League of Nursing Accrediting Commission. CASPN students have traditionally scored above the state average on the certification exam and have a 98% placement record.

OFFICE — 2201 Toronto Road, Springfield, IL 62712.

STAFF —

Administrative: 3

Instructional: 11 Adult Program

Nursing

Support: 23 High School Instructional Staff

FACILITIES — 1

TRANSPORTATION — Provided by member districts

MEMBERSHIP — IASA, IACTE/ACTE, NLN (National League of Nursing), Greater Springfield Chamber of Commerce.

ACCREDITED BY — NCA and NLNAC.

DISTRICT WEBSITES —

www.capital.tec.il.us

www.caspn.org

www.wqna.org

MEDICAL SERVICES — Springfield Illinois is a regional hub of medical services in Central Illinois.

CULTURAL — The state capitol offers numerous cultural attractions including state historic sites and parks, several centers for performing arts, and the Abraham Lincoln Museum and Library.

RECREATION — The City of Springfield provides easy access to a variety of outdoor activities and recreational opportunities.

PLACES OF WORSHIP — All denominations.

FINANCIAL/RETAIL — Springfield offers premier shopping opportunities for Central Illinois.

COLLEGES — University of Illinois-Springfield, Benedictine University, Lincoln Land Community College, Robert Morris College

A PROJECTED TIMELINE

Application Deadline:
February 27, 2012

Candidates Presented To Board:
March 2012

Candidate Interviews:
March 2012

New Director Appointed:
By the end of March or April 2012

New Director Begins:
July 1, 2012

This Professional Search is being conducted by the Illinois Association of School Boards through Tom Leahy, Consultant, Executive Searches, 217/528-9688, x 1153.

