

Executive Director Search

July 2023



Executive Director Search, July 2023

Announcement of Vacancy

The Illinois Association of School Boards (IASB) is seeking qualified applicants for the position of executive director. The person selected for the position will fill the vacancy created by the retirement of Thomas Bertrand, who has served in this capacity for the past five years. The IASB Board of Directors intends to select an executive director who will be prepared to begin work on July 1, 2023.

Position Responsibilities

- Serve as chief executive officer of IASB and have responsibility for executing the policies of the Association.
- Prepare and submit to the board of directors recommendations on all matters requiring board action.
- Provide leadership in developing, coordinating, and evaluating programs and services, including revenue programs, that meet the needs of IASB member districts.
- Prepare an annual budget for consideration by the board of directors and manage the Association's fiscal affairs.
- Recruit, hire, and train staff and administer, utilizing best practices of association management, an effective personnel program that includes supervising and evaluating the performance of IASB staff.
- Serve as spokesperson, represent and act as liaison for IASB with state and federal governments, other statewide organizations, associations, institutions, agencies, Consortium of State School Boards Associations (COSSBA), and the general public.



Qualifications for the Position

- Visionary leadership displaying personal and professional integrity.
- Collaborative team building that empowers the staff
- Experience in budget development and financial management.
- Effective communications and public relations skills
- Advocate for IASB including legislative advocacy
- Networking with related organizations, agencies, and stakeholders.
- Educational-organizational leadership experience
- Inclusively working with the diverse cultures of Illinois rural, suburban, and urban populations.
- Willingness and ability to maintain a heavy workload, work between two locations (Springfield and Lombard), involving extensive travel (approximately 60 nights per year).

Education and/or Experience Requirements

College degree required. Advanced degree preferred. School board member, education, and/or professional training or facilitation experience a plus.

Special Conditions of Employment

The executive director must have a valid Illinois driver's license or demonstrate an ability to obtain one.

Physical Demands

This position requires the employee to be able to lift, move, and safely handle boxes and materials up to 25 pounds; and to hear and speak as necessary to perform the functions of the job.

Terms of Employment

The executive director hired will be offered a three-year contract, including a comprehensive benefit package.

The office of the executive director is located in Springfield, Illinois.

About IASB

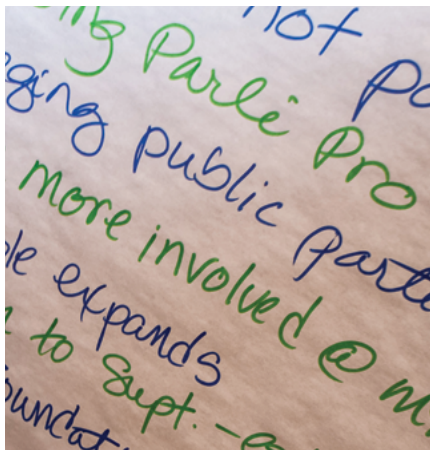
The Illinois Association of School Boards is a voluntary organization of local boards of education dedicated to strengthening the public schools through local citizen control. Although not a part of state government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of *The Illinois School Code*.

The Association was launched in December 1913 by a group of school board members at a meeting in Quincy. Today, 99% of the school boards in Illinois hold active membership and support the Association through annual dues.

The Association's constitution provides that major policies be established by an annual Delegate Assembly and places governance in the hands of an elected board of directors. The board of directors, made up of officers and regional directors, employs the executive director and approves annual budgets to carry out the work of the Association through offices in Springfield and Lombard.

Programs designed to provide leadership, service, and advocacy for local school boards fall mainly into four broad categories:

- Professional development programs providing school board members with opportunities, inclusive of mandated training, to increase their knowledge and skills.
- Governmental relations programs for representing the needs and views of member school boards.
- Direct services that range from on-site consulting and evaluation to workshops and policy development
- Information services consisting of research, publishing, and media relations.



The vision of the Illinois Association of School Boards is excellence in local school board governance supporting quality public education.

The mission of the Illinois Association of School Boards is to *Light the Way* for its members by developing their competence and confidence through a robust toolkit designed to build excellence in local school board governance, including:

- Premier training experiences
- Networking opportunities for mutual support
- Valuable benefits, pooled services, information, and expertise
- Advocacy on behalf of public education; and
- A platform for a strong collective voice on common interests and concerns

The Illinois Association of School Boards also engages in a variety of governance, leadership, and public relations activities and is a founding member of the Consortium of State School Boards Associations (COSSBA) and a member of the Illinois Statewide School Management Alliance. IASB offers a number of fee-supported services and sponsors several risk management programs that are governed by and for participating school districts.

IASB Board of Directors

IASB is governed by the elective officers of the Association; one director from each of the 21 regional divisions; and one representative from the IASB Service Associates group. The board officers consist of the president, vice president, treasurer, and immediate past president.



Timeline

December 15, 2022	Deadline for receiving applications and credentials
January 27-28, 2023	First interviews
February 3-4, 2023	Second interviews
March 3-4, 2023	Search committee recommendation
July 1, 2023	New executive director assumes post

Application Procedure

To be considered for this position, an applicant's file must be submitted by the close of business on December 15, 2022. The file must contain the following completed forms and documents:

1. A completed application form of personal information, professional characteristics, and references. Available at www.iasb.com/iasbexecsearch.
2. A formal letter of application indicating a desire to be considered a candidate for the position of executive director of the Illinois Association of School Boards, along with compensation expectations.
3. An up-to-date vitae sheet or résumé and a listing of accomplishments as an effective and efficient leader.
4. Confidential letters of recommendation (Please note: letters of recommendation will not be accepted on behalf of a candidate from an existing member of IASB staff or IASB Board of Directors).
5. A complete set of up-to-date transcripts/credentials sent from all colleges and universities that includes all academic work.

Candidates chosen for interviews will be asked to sign an Application Disclaimer Signature Form attesting to the accuracy of the answers contained in the application documents.

All application documents should be emailed to hr@iasb.com.

A search committee of the IASB Board of Directors will screen candidates. The full IASB Board will make the final selection in sufficient time for the new executive director to work with the current executive director. All applications will be treated confidentially. The starting date shall be no later than July 1, 2023.

A final decision will be made in March 2023.

Direct questions to:

Tulsi Srinivasan
Human Resource Director
Illinois Association of School Boards
Phone: (217) 528-9688, ext. 1134
Email: hr@iasb.com

Equal Opportunity Employer — The Illinois Association of School Boards is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's protected status, including without limitation, race, color, religion, creed, sex, pregnancy, childbirth or related medical conditions, age, sexual orientation, national origin, ancestry, marital status, physical or mental disability if otherwise able to perform the essential functions of the job with reasonable accommodation, arrest record, being a victim of domestic or sexual violence, military status or unfavorable military discharge, citizenship status (provided the individual is authorized to work in the United States), use of lawful products while not at work, order of protection status, credit history unless a satisfactory credit history is an established occupational requirement of the positions, or other legally protected status.

Illinois Association of School Boards

2921 Baker Drive
Springfield, Illinois 62703-5929
(217) 528-9688

One Imperial Place
1 East 22nd Street, Suite 310
Lombard, Illinois 60148
(630) 629-3776

www.iasb.com

