



Luann L. Purcell, Ed.D., Executive Director
E-mail: lpurcell@casecec.org
Office: 478-333-6892
FAX: 478-333-2453

Osgian Office Centre
101 Katelyn Circle Suite E
Warner Robins, GA 31088
Website: www.casecec.org

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The Council of Administrators of Special Education (CASE) is seeking qualified candidates to be considered for the position of Executive Director to lead the organization into the future. The Executive Director of CASE oversees all operations, functions, and activities of CASE and will be the face of the organization, responsible for giving the proper strategic direction and implementing a high-quality vision. A skillful Executive Director will manage and lead the organization towards the realization of its mission through the following:

- Visionary Planning through collaborating with others, having a passion for the continuous improvement of the organization, and identifying the need for systemic change.
- Development of partnerships resulting in recognition of the organization as a provider of high-quality professional development, a knowledgeable voice in policy development and seen as a partner with the many agencies and entities connected to CASE and special education leadership.
- Informing policy in special education and education more broadly by uniting the voices of local leaders to create positive change.
- Fiscal Planning and Budget Management to sustain and grow the organization.
- Leading leaders and exemplifying quality association leadership on behalf of CASE and its subdivisions.

To apply please email a complete resume package to Erin Maguire, Search Committee Chair at emaguire@ewsd.org. A complete package will include the following and shall be submitted within one single email:

1. A comprehensive resume
2. 3 letters of references
3. 2 additional reference contacts with phone number and email.
4. A writing sample (no more than 500 words) explaining the reason for your application and what causes you to stand out as the best candidate for the position.

*Further information about the job description is available upon request.

Application and Interview Schedule:

Application due by May 24, 2019

Resume Screening: May 24-June 20, 2019

Initial Interviews: July 12, 2019 (in person in Washington, DC or by Skype/Zoom or other interactive method. Travel expenses are not covered.)

Final Interviews: October 25, 2019 in Louisville, KY. (Travel cost will be covered by CASE)

Transition: The selected candidate will be expected to start an appropriately paid transition during the month of February 2020 and be ready to open the CASE office in their location on March 1. CASE will work with the selectee and their current job situation as much as possible on the transitioning scheduling. Earlier transitioning through phone calls, video chats, email and other communications modes can occur depending on the time available of the selectee.



Council of
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