

October 23, 2008

POSITION VACANCY ANNOUNCEMENT

Position Title: Senior Director for Public Policy

Classification: Category 9E (Exempt)
Note – This position may be under filled by a candidate who does not fully meet the position qualifications:
Category 8E (Exempt)

Salary: Commensurate with experience

Unit: Policy and Advocacy Services

Reports To: Associate Executive Director for Policy and Advocacy Services

Selection Procedure: Evaluation of written application materials, relevant education, experience, work samples, references. Personal/panel interview(s) of top-rated candidates.

Application Procedure: *Preferred:* email resume and cover letter (in a Word document) to CEC HR Recruiter, Norma Marshall at cecnm@att.net
Council for Exceptional Children, 1110 North Glebe Road, Suite 300, Arlington, VA 22201-5704.
Persons requesting accommodation during the application procedure should contact the Human Resources Manager.
Voice: 703-264-9490; TTY: 1-800-915-5000; Fax: 703-312-9193

Application Deadline: Review of applications begins immediately and will continue until the position is filled.

For More Information: Visit our web site <http://www.cec.sped.org>

Position Description Attached

The Council for Exceptional Children is an equal opportunity and nondiscriminatory employer on the basis of race; color; national origin; ancestry; age; gender; disability; marital status; and religious, political or sexual orientation. Applications from minorities, women, and individuals with disabilities are encouraged.

Authorized by: _____

Bruce A. Ramirez, Executive Director

Position Description
Category: 9E

Vacant
June 2008

Senior Director for Public Policy

Policy and Advocacy Services
Council for Exceptional Children

Purpose of Position:

Policy and Advocacy Services furthers the overall goals of CEC through improving policies affecting children and youth with exceptionalities, their families, and the professionals who work with them, at national and state/provincial levels of government. The Senior Director for Public Policy, under the direction of the Associate Executive Director for Policy and Advocacy Services, is responsible for providing leadership and direction for the Association's governmental relations activities, including maintaining a network of units and members for advancing public policy.

Responsibilities:

- Providing leadership and direction for special education advocacy and public policy activities including proactively influencing federal legislation, regulations, and funding;
- Providing leadership in developing CEC's advocacy campaigns and supporting a network of units and members for influencing special education policy at national, state/provincial and local levels;
- Gathering, analyzing and synthesizing information and preparing reports, testimony, white papers, model policies, and other written products on policy issues of concern to CEC and its state/provincial, division and local units;
- Monitoring the implementation of public policy and governmental programs concerning quality outcomes for exceptional children and youth and the professionals who serve them;
- Developing and maintaining internal and external coalitions as needed;
- Representing and linking the Association externally on matters related to public policy including participation in coalitions, conferences and task forces;
- Coordinating staff work in the area of governmental relations, which includes ensuring collaboration and communication across the unit and organization, and high quality customer service to members and external constituents;

- Identifying current and emerging policy issues and trends in the provision of services to exceptional children and youth and their families that can be addressed through the Association's special education advocacy activities;
- Developing and conducting public policy presentations and seminars for CEC members and units, and other interested parties, in advancement of CEC priorities;
- Performing other duties as may be assigned.

Qualifications:

- An advanced degree in special education (includes early intervention), law and government, or a related field preferred;
- More than nine years progressively responsible experience in education, association management, or law and government as it relates to special education, or a related area;
- Five years of progressively responsible leadership experience in the area of public policy at the state or national levels, or a combination of these levels;
- Successful experience in working effectively with and serving as an advocate with congressional and federal governmental officials on public policy issues;
- Demonstrated competence in communicating effectively in written and oral forms including synthesis of varying perspectives and the promotion of communication across multiple constituencies;
- Demonstrated understanding of current issues, programs and trends relating to the education of exceptional children;
- Ability to provide leadership with a strong commitment to advancing the special education profession's public policy agenda;
- Demonstrated ability to work collaboratively across units and with key individuals, organizations and agencies;
- Demonstrated negotiating skills in challenging situations involving varying stakeholders;
- Ability to flexibly respond to changing needs, directions and priorities;
- Strong computer skills, including Microsoft Office Suite;
- Willingness to travel and work flexible hours, including evenings and weekends, when necessary.