

POSITION VACANCY ANNOUNCEMENT

Position Title: **Assistant Executive Director for Professional Development Services**

Classification: Category 10 (Exempt) Starting Salary Range \$88,067 and \$110,083

Unit: Professional Development Services

Reports To: Executive Director

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

Application Procedure: Each candidate must submit a current resume and cover letter to: Recruiter, Norma Marshall, preferably via Email to cecnm@att.net . Mailed resumes should be sent to: Council for Exceptional Children, 2900 Crystal Drive, Suite 1000, Arlington, VA 22202. Persons requesting accommodation during the application process should also contact the Recruiter.

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

For More Information: Visit our web site at <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: 10E

Vacant

Assistant Executive Director

**Professional Development Services
Council for Exceptional Children**

Purpose of Position: The Professional Development Services Team provides leadership and direction in the areas of annual convention, journals, publications and information services, continuing education and grants/contracts. The Assistant Executive Director, under the general direction of the Executive Director, is responsible for leadership, direction and day-to-day management of all professional development service matters for the Council for Exceptional Children (CEC) including: advancing professional development products and services; ensuring products and events reflect timely, relevant, data-driven content; enhancing overall product development; collaborating with marketing to maximize revenue generation; and the direct supervision of employees.

Responsibilities:

- Supervises CEC's Professional Development Services program, which includes key functions such as annual convention, continuing education, journals, publications and grants/contracts;
- Oversees plans and processes to coordinate and integrate professional development programs to ensure products, events and services feature timely, relevant, high quality content;
- Oversees planning, management and execution of the annual convention and expo;
- Oversees publications and product development, including the journals *Exceptional Children* and *TEACHING Exceptional Children*;
- Provides leadership and direction for continuing education, including but not limited to Webinars, workshops, and school-based trainings;
- Provides direction for externally supported projects, including proposal development for grants/contracts;
- Collaborates with Marketing Services team to determine member needs, assess the value of products and services, and developing non-dues marketing plans for revenue generation using data driven decision making;

- Collaborates effectively with staff and leaders in the field to carry out professional development functions and duties;
- Develops and manages the annual Professional Development Services program plan and budget consistent with annual budget and strategic plan objectives;
- Responsible for supervision, mentoring and professional development of Professional Development Services staff;
- Serves as liaison to select CEC committees and workgroups;
- Participates in organization-wide strategic and programmatic planning and management functions and initiatives;
- Performs other duties as assigned.

Qualifications

- Advanced degree in special education or relevant field; Doctorate preferred, Master's required;
- More than ten years progressively responsible leadership experience in some aspect of providing services to children with exceptionalities and/or special education professionals. Administration/management experience in an educational organization, association, publishing firm specializing in special education, state/provincial educational agency, institution of higher education or other relevant organization is most desirable;
- Demonstrated competence in planning, developing, and implementing professional development programs and initiatives that achieve desired results (e.g., convention/conferences, journals, publications, continuing education and/or grants/contracts);
- At least five years of professional development program management experience, to include planning and development, budgeting, management of staff and demonstrated success in generating revenue;
- Proven track record in directing multi-faceted professional development programs and considerable knowledge of special education trends and issues, as well as of professional development strategies and metrics;
- Effective communication (oral and written) and interpersonal skills, with demonstrated success in team-oriented collaboration, including a strong ability to work harmoniously with colleagues;

- Ability to interact professionally and effectively with many constituencies, including staff, Board of Directors and volunteer and field leaders;
- Demonstrated competence in the development and management of fiscal resources;
- Proven problem analysis and resolution skills at both a strategic and functional level;
- Strong time management skills, including the ability to balance and prioritize workloads while meeting deadlines; and
- Proficiency in applicable computer software applications, including Microsoft Office Suite, and understanding of membership data management systems (iMIS preferred).