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*An invitation to apply for the position of*

# Executive Director

## ABOUT THE ORGANIZATION

The Intensive Education Academy (IEA) was founded by the Sisters of Saint Joseph and is a private, non-sectarian school serving children ages 5-21 in grades K-12. It is a State of Connecticut-approved special education program that has been supporting and educating students with special education needs since 1971. The mission is to help students reach their full potential through a nurturing and individualized learning environment. IEA educates the whole child in order to motivate and challenge each student to develop the skills necessary for success in life. The school model focuses on effective data-driven instruction, strong school culture, and strong partnerships with parents and the community. It currently partners with a range of community organizations and institutions.

## ABOUT THE POSITION

IEA is seeking an **Executive Director** who is an outstanding culture-builder and leader with a strong foundation in effective organizational performance. The Executive Director will foster a strong culture of achievement, cooperation, collaboration, innovation, and effective communication that supports IEA's mission. He/she will also build constructive relationships with staff, parents, community partners and stakeholders, as well as be an agent for change for IEA's bright future.

## QUALIFICATIONS

**Qualified candidates, at minimum, are expected to meet the following general performance standards for the Executive Director of Intensive Education Academy (IEA):**

- Master's Degree in Education and/or School Administration plus an additional 18 hours of graduate credits in related field.
- Must hold Connecticut Department of Education certification minimally in Intermediate Administration and Supervision (#092).
- Five (5) years plus experience as a school administrator.
- Five (5) years plus experience working with school boards and/or Board of Directors and members.
- Five (5) years teaching experience, preferably Special Education. Instructional experience in elementary and/or secondary education.
- Strong knowledge and experience with state and federal education laws and regulations, including Connecticut Department of Education performance evaluation system (SEED), certifications and its regulations.
- High energy and enthusiastic about creating a remarkable educational experience.
- Experience in all aspects of working with children with special needs.
- Passionate commitment to educating students with special education needs.
- Strong belief in the ability of all students to take active roles in their communities.
- Ability to plan creatively to meet individualized student needs.
- Demonstrated ability to foster inclusion and cohesion within the framework of a diverse community.
- Dynamic and effective interpersonal skills.
- Computer literacy in MS Office and ability to utilize educational software.
- Excellent oral and written communication skills.
- Ability to provide past employment references that demonstrate a measurable track record of building strong culture, building effective relationships and showing outstanding work ethic.

## PREFERRED QUALIFICATIONS

- 30 semester hours of graduate credit beyond the Master's degree in the field of Special Education and/or School Administration.
- 80 school months of successful teaching experience or service in Special Education.

## RESPONSIBILITIES

- Build effective relationships with parents, community partners, and other external stakeholders.
- Directly observe, manage, and evaluate academic performance of teachers and other certified personnel. Oversee employment (e.g., contracts, assignments and training), retention, and dismissal of faculty and staff.
- Lead school-level planning for improvement of instruction, including involving teachers and parents in the development and implementation of state-required school improvement plans to achieve pupil performance objectives, curriculum content standards, and core course proficiencies.
- Provide an environment that accepts and values the dignity of each individual.
- Focus on student engagement and connection to the school to foster ongoing school pride.
- Assume responsibility for the management of the school in accordance with law, administrative code, Board policies, state and federal regulations, and standards for state-approved private programs.
- Administer a fiscally and operationally sound and modern special education program for all students while supporting IEA's mission and culture.
- Oversee the implementation of IEA's long-term strategic plan.
- Develop annual work plans to achieve IEA's mission in consultation with and subject to the approval of the Board of Directors.
- Oversee the work of the leadership team on all matters related to facilities, technology, business/accounting (including overseeing preparation of preliminary and final budgets), human resources, transportation, compliance, overall administrative functions and educational components of IEA, including summer programs.
- Oversee the work of the Directors of Education regarding curriculum development and systems for the betterment of the program. Monitor curriculum, grading, testing, and reporting to parents. Prepare for and conduct periodic program evaluations to make certain that students receive a quality education.
- Submit reports to external agencies as required. Ensure adherence to all recommendations made by the state Department of Education.
- Oversee the Development team in expanding successful fundraising initiatives. Foster and maintain relationships with current donors, potential donors, and community partners.
- Represent IEA in its relations with state and federal agencies and with local, state, regional, and national educational organizations and accrediting agencies.
- Foster and maintain good public relations image consistent with the Connecticut Code of Professional Standards for School Administrators.
- Make certain that Board members are informed about the school's operations through written and oral reports.
- Attend all Board meetings and serve as an ex-officio member of all committees of the Board of Directors.
- Act as a liaison between the school, the home, and the community.
- Attend special school-sponsored activities and functions.
- Be actively involved in local community activities as the public face of IEA.

## COMPENSATION

Compensation is highly competitive and commensurate with experience.

## REPORTS TO

IEA Board of Directors.

## COMPLETED APPLICATION PACKETS ARE COMPRISED OF THE FOLLOWING:

- Cover letter outlining qualifications for position and interest in this specific position.
  - Copy of updated, complete resume which includes a chronology of work history and educational background and a preferred email address and phone contact.
  - Copy of Connecticut 092 certification or evidence of eligibility.
  - Copies of transcripts for all degrees held from all granting colleges/universities.
- Finalist candidates will be required to supply official transcripts.
- Three signed letters of reference from current or former employers and professional contacts. Please limit reference letters to three letters written within the past two years.



Completed application packets are due via email to Cooperative Educational Services by 2 p.m. on Feb. 15, 2022. Applications MUST be submitted as ONE PDF file and emailed to [ExecutiveSearches@cestrumbull.org](mailto:ExecutiveSearches@cestrumbull.org). Applications will be reviewed upon receipt and interviews may be conducted on a rolling basis. Applications will be accepted until a candidate is selected, but no later than the deadline above. All inquiries related to the open position should be directed to: Dr. Charles Dumais (203-365-8801 or [dumaisc@cestrumbull.org](mailto:dumaisc@cestrumbull.org)) or David B. Erwin (860-567-0863 ext. 1138 or [erwin@edadvance.org](mailto:erwin@edadvance.org)).