

COSA Executive Director

The Confederation of Oregon School Administrators (COSA) serves and represents more than 2,000 school administrators, managers and executives.

COSA was founded in 1974 to give Oregon's education leaders a united voice in helping to shape public policy, advocate for schools and speak on behalf of students. COSA's perspective has earned the respect of educators, the Legislature, the Department of Education and other statewide agencies. COSA consistently puts the interests of schools and students ahead of self-interest.

In addition to advocacy, COSA supports and develops educational leaders with unmatched professional development opportunities -- including statewide conferences, regional seminars and workshops, and much more -- and a variety of exclusive member services. Areas of focus include school finance and legislative services.

A member-driven umbrella organization, COSA is governed by an elected Board of Directors that represents the organization's four Departments: the Oregon Association of School Executives (OASE), the Oregon Association of Secondary School Administrators (OASSA), the Oregon Elementary School Principals Association (OESPA) and the Oregon Association of Central Office Administrators (OACOA).

The Position

The Board of Directors of the Confederation of Oregon School Administrators is seeking qualified applicants for the position of Executive Director. The current Executive Director will retire in June 2011, after providing eight years of service to COSA members. The new Executive Director will become only the third executive director in the 37-year history of the organization.

The COSA Executive Director is responsible for successfully leading and managing the organization in accordance with the strategic direction established by the Board of Directors. Members depend on the Executive Director and COSA staff for:

- High-quality professional development;
- Effective state-level advocacy and legislative lobbying;
- Timely, accurate school finance information;
- Timely, accurate communication on important education issues;
- Legal and professional support and advice; and
- Networking opportunities for members;

In addition to a 14-member Board of Directors, the Executive Director works with the Executive Committees of COSA's four departments: Oregon Association of School Executives, Oregon Association of Secondary School Administrators, Oregon Association of Central Office Administrators and Oregon Elementary School Principals Association. The Executive Director's primary responsibilities include oversight of strategic planning, financial management, legislative initiatives, communications, member services and professional development programs.

The Executive Director's position is demanding and requires a record of highly effective performance as an education leader, as well as the vitality and competence to effectively serve the best interests of individual COSA members, of school districts of all sizes and geographical regions, and of K-12 education in Oregon.

The Board is seeking an Executive Director with proven successful leadership experience directly related to the requirements of this position. The Executive Director is the chief spokesperson for the organization and must possess excellent communication skills. He or she must demonstrate the highest level of interpersonal relationship skills that will inspire confidence, respect and trust of COSA members and all with whom COSA interacts.

Announcement of Position Opening

COSA Executive Director

Requirements

Demonstrated successful experience in public education administration, public policy development and/or education association management is required. A master's degree in education administration or a related profession is preferred.

Salary and Benefits

Competitive salary, based on experience, plus a quality benefits package.

Expected Starting Date

July 1, 2011.

Application Process

All applicants must submit a letter of application, a resume including references. In addition, applicants are asked to submit a written response to the following questions:

1. What should be the primary goals of a professional association like COSA?
2. What attributes do you as a candidate possess that would help to achieve these goals?

To Apply

Submit required materials to:

COSA Executive Director
Search Committee
707 13th St. SE, Suite 100
Salem, OR 97301

Closing date for applications is March 1, 2011. A new Executive Director is expected to be named by mid-March.

Qualities and Qualifications

COSA members were surveyed, and the following are the qualities and qualifications they deemed most important for the next COSA Executive Director:

- Successful experience as a superintendent, principal or other position of educational leadership in Oregon
- In-depth knowledge and understanding of school finances in Oregon, and the ability to effectively advocate for stable and adequate funding
- Background as an instructional leader, including a deep understanding of teaching and learning
- Political savvy and knowledge of Oregon's legislative process
- Established relationships within Oregon's education community
- Strong advocate for the public school system, with the ability to play a vital role in creating and sustaining a common vision of education in Oregon
- Passion for equity, and for closing the achievement gap in Oregon
- Innovative, out-of-the-box thinker
- Excellent verbal and written skills
- Collaborative, inclusive style
- Sense of humor

COSA Strengths and Challenges

The next COSA Executive Director will be expected to build on the following strengths identified by COSA members:

- Statewide trust and respect
- Strong professional development program
- Effective advocacy and legislative lobbying
- Timely, accurate school finance information and advice, as well as communication on other important topics
- Legal and professional counsel

The next COSA Executive Director will be challenged to provide organizational leadership to:

- Retain and attract members
- Create a common vision for education in Oregon
- Train and develop the "administrator pipeline"
- Develop and expand services and revenue streams
- Secure stable and adequate Oregon school funding