

**CLARK COUNTY ASSOCIATION OF SCHOOL ADMINISTRATORS
AND PROFESSIONAL-TECHNICAL EMPLOYEES**

EMPLOYMENT OPPORTUNITY

CCASAPE DEPUTY EXECUTIVE DIRECTOR

Applications are now being accepted for the position of Deputy Executive Director of the Clark County Association of School Administrators and Professional-Technical Employees. CCASAPE is the recognized bargaining unit for over 1200 administrators working in school and non-school based administrative positions. The position of Deputy Executive Director is a full-time position and will report directly to the CCASAPE Executive Director. The individual selected for this position will assist the Executive Director in all Association activities. Interested candidates must currently be serving as an administrator in the Clark County School District or be a retired CCSD administrator.

QUALIFICATIONS: The successful candidate will possess the following qualifications:

- A background of successful administrative leadership
- A demonstrated commitment to provide a quality education for students
- Flexibility and openness to change and the ability to manage change
- Technological and computer proficiencies
- Knowledge of current issues and trends in education
- Knowledge of insurance industry issues and ability to negotiate benefit provider contracts
- Ability to articulate a vision for the future of education
- Willingness and ability to carry out the direction of the CCASAPE membership through its elected representatives
- Demonstrated skills in written and oral communications
- An understanding of the budget process
- An understanding of the legislative process
- An understanding of Nevada school law
- An understanding of the negotiation process
- A willingness to travel periodically to accomplish the business of the Association
- Ability to recognize the sensitive nature of issues and maintain confidentiality
- Possess the physical and mental stamina required by the position
- Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the position
- A commitment to long term employment with CCASAPE
- An interest in ultimately assuming the position of CCASAPE Executor Director
- Previous Association involvement and experience is a preferred qualification

DUTIES AND RESPONSIBILITIES: To ensure CCASAPE leadership succession, the individual selected for this position will become responsible for the job responsibilities associated with the position of CCASAPE Executive Director.

(see reverse side)

SALARY: This is a twelve-month position with a starting salary of \$95,000 annually, plus benefits.

EFFECTIVE DATE: CCASAPE anticipates the successful candidate will start employment as Deputy Executive Director at a date to be mutually determined by the parties.

APPLICATION PROCEDURE: A letter of application and current professional resume must be submitted by qualified candidates prior to April 10, 2006. The successful candidate will be notified by April 20, 2006. Requests for confidentiality will be honored. Application materials should be sent to:

CCASAPE
Attention: Stephen Augspurger
4055 South Spencer Street
Suite 230
Las Vegas, NV 89119

JOB RESPONSIBILITIES

1. Develop and maintain a balanced budget in the General Operating Account.
2. Oversee the School Administrators Welfare Trust investments and make disbursements from the various accounts as required.
3. Oversee the completion of an actuarial study of the School Administrators Welfare Trust every two years. Interpret and communicate the results of the study to the Representative Council.
4. Negotiate individual benefit provider contracts in the areas of life, long term care, long term disability, medical, vision, and dental insurance. Establish effective working relationships with provider representatives.
5. Organize and manage CCASAPE office procedures and evaluate other CCASAPE office staff personnel as required.
6. Communicate with Association members through the publication of a monthly newsletter.
7. Organize and conduct a program of retirement counseling and related services. Demonstrate proficiency with the Public Employees' Retirement System and the Public Employees' Benefits Program.
8. Maintain the CCASAPE website.
9. Arrange for meetings of the Representative Council, Executive Board, and General Membership. Develop agendas for each of these meetings.
10. Complete all correspondence and other such matters as the CCASAPE Representative Council deems appropriate.
11. Represent the Association in meetings with the Board of School Trustees, Superintendent, and other administrative personnel as required.
12. Serve as spokesperson for the Association.
13. Promote and maintain a high level of membership. Provide comprehensive orientation to all newly appointed administrators.
14. Serve as an advisor to the CCASAPE Representative Council and officers in matters concerning the CCASAPE Constitution and procedural matters.
15. Serve as the chairperson of the CCASAPE Negotiations Committee, develop proposals, and provide backup material as required throughout the negotiations process.
16. Assist Association members with employment related matters including the grievance and arbitration process. Provide counsel and direction to resolve employment issues.
17. Serve as the contact person for concerns coming before the CCASAPE Legal Committee. Provide advice and leadership to the Legal Committee in the resolution of legal matters.
18. Organize and direct the CCASAPE legislative effort.
19. Maintain the files and historical record of CCASAPE.
20. Maintain a program of employee benefits for CCASAPE office staff designed to ensure job longevity and office personnel continuity.
21. Monitor and resolve issues related to contract compliance. Demonstrate proficiency with Nevada School Law, CCSD Policies and Regulations, and employment law issues.
22. Assist Association members with the resolution of problems and concerns related to medical benefits.
23. Effectively communicate with the Executive Board and Representative Council.
24. Monitor CCSD administrative appointments.
25. Attend regular and special meetings of the CCSD Board of School Trustees. Address the Board regarding issues relevant to CCASAPE and its members.
26. Represent CCASAPE in its work with other organizations.
27. Serve as the chairperson of the Administrators' Advisory Council.
28. Serve as a permanent member of the CCSD / CCASAPE Reclassification Committee.
29. Manage and monitor the CCASAPE / CCSD insurance programs.
30. Maintain ongoing benefits for and service to CCASAPE retirees.
31. Assist CCASAPE officers in an orderly transition from year to year.
32. Recommend to the Executive Board and Representative Council such policies, procedures, and actions necessary to forward the objectives of the Association.
33. Provide direction to the accountant, attorney, actuary, financial advisors, insurance broker and others to ensure that the interests of the Association and its members are appropriately monitored and/or addressed.
34. Perform other services and activities as requested by the CCASAPE Representative Council.