

Due to the retirement of Tom DeHart, the Board of Directors is seeking applications for the position of Executive Director of the Council of Administrative and Supervisory Employees. It is expected that the position will be filled by July 1, 2021. A job description and minimum qualifications are outlined below.

A. Duties of Executive Director:

1. Management

- a. Oversee and direct the positions of the Board of Directors, the Administrative Assistant, and support staff in duties including but not limited to accounting/bookkeeping services, attorneys, and web/tech support.
- b. With the assistance of the Administrative Assistant, plan for and attend CASE Board of Directors and General Membership meetings.
- c. Communicate regularly with the Board of Directors and the General Membership.
- d. Execute fiscal responsibilities including but not limited to presentation of the Annual Budget, authorize and approving expenses, maintaining internal controls over expenditures as well as designing, implementing, and maintaining controls as recommended in the annual Independent Auditor's Report.

2. Negotiations

- a. Develop a team to lead and participate in planning sessions for negotiations with the Baltimore County Public Schools Board of Education ("BCPS BOE").
- b. Research information and make recommendations for changes to the *Master Agreement between the Board of Education of Baltimore County and CASE*.
- c. Research and develop new unit pay scale proposals.
- d. Attend and serve as lead for negotiation sessions with the BCPS BOE.

3. Representation/Communication/Unit

- a. Represent CASE positions (with input from the Board of Directors) at BCPS, BOE and other BCPS meetings, committees, and events.
- b. Communicate and publicly advocate on behalf of the CASE membership.
- c. Develop relationships and serve as the liaison to various elected and appointed officials at the local, state, and national levels.

4. Representation/Member

- a. Meet and/or confer with CASE members and CASE-eligible employees experiencing problems in the work setting.
- b. Answer questions regarding the CASE Master Agreement as it relates to employment issues for CASE members and CASE-eligible employees.
- c. Represent CASE members in employment-related conferences with supervisors.

- d. Provide input and assistance to the CASE members relative to assistance plans.
- e. Refer specific member cases to CASE attorney as needed or appropriate for further review and, if necessary, representation.

5. Other Services

- a. Develop and implement, with Board of Directors approval, a plan to acquire other Maryland P-12 certificated administrative and supervisory units for collective bargaining and contract administration.
- b. Provide other services as deemed appropriate by the Board of Directors.

B. Terms of Employment:

Compensation is competitive. There are no benefits provided. Due to the flexible nature of the position there are no sick or vacation days outlined for this position. Employment is at will and may be terminated with notice by either the Board of Directors or the Executive Director.

C. Qualifications:

Experience as an administrator in the Baltimore County Public Schools – building-level and central office experience is preferred.

Applicants should send a letter of interest and a resume by Friday, May 28, 2021, to

**Laura Huber
627 Charles Street Avenue
Towson, Maryland, 21204**

Or email admin@case-bcps.org.

Candidates will be contacted after a review of their application.