



450 Mamaroneck Ave., Harrison, NY 10528 | www.wpsba.org

March 20, 2019

Dear WPSBA School Board Members,

Our WPSBA Executive Director, Lisa Davis, has announced her retirement after eleven years of distinguished service to our region's school board community. The members of the WPSBA Board of Directors would like to express their gratitude to Lisa for her exemplary leadership and impactful contributions to the Association and its role as a strong source of support for Boards of Education.

The Board is looking to fill the position of Executive Director and has charged a Search Committee to lead the process. Our goal is to fill the position by June 15, 2019. We would like to receive resumes from interested applicants by May 1, and will proceed with interviews in mid-May.

Skills and experience important to the position include:

- Service on a public school board of education
- Extensive knowledge of the NYS public education system
- Solid grasp of current educational policy
- In-depth understanding of the diversity and needs of the Westchester/Putnam region
- Strong written and oral communication skills
- Effective analysis and presentation of data
- Excellent team-building and collaborative abilities

Roles and responsibilities include:

- Acting as an effective spokesperson and promoting the Association's leadership role
- Developing and directing a robust array of programs and activities
- Serving as financial officer of the Association
- Managing the Association's office and supervising a small staff
- Directing advocacy efforts in support of public education
- Maintaining working relationships and coordinating activities with school groups and relevant organizations such as the Lower Hudson Education Coalition (LHEC), area superintendent associations, NYSSBA, BOCES, NYS Board of Regents, NYS Education Department, governmental officials, area PTA, other regional organizations, local media, etc.

This is a full-time position offering a competitive salary and comprehensive benefits. Please share this information with anyone you believe would be a good candidate for this role. Interested applicants should send a cover letter and resume by May 1, 2019 to Frank Schneckner, WPSBA Vice President, at fschneckner@gmail.com.

Sincerely,

WPSBA Search Committee
Rita Golden, Chair
Scott Levy
Georgia Riedel
Frank Schneckner
Victoria Tipp