

**Official Job Posting – Coordinator of MAVA Leadership Academy I  
Massachusetts Association of Vocational Administrators (MAVA)  
August 23, 2021**

Title

Coordinator of MAVA Leadership Academy I

Job Summary

Coordinate and execute all activities relative to MAVA Leadership Academy I, including design of curriculum, recruiting of participants, program scheduling and logistics, coordination with MAVA staff and guest speakers, and recordkeeping and follow-up.

Brief History and Overview of the Academy

Leadership Academy I is run by the Massachusetts Association of Vocational Administrators (MAVA) for its members. It is an intense, high-level professional development opportunity designed for individuals aspiring to serve as administrators in MAVA schools and programs or seeking to improve their skills as administrators.

Leadership Academy I covers multiple topics including diversity and equity, creating a safe school environment, school discipline, professional development plans, technology, grant writing, safety plans, evaluating instruction and programs, school budgets, and state laws and regulations.

Participants take part in a 500-hour administrative apprenticeship, design and execute a school improvement plan, and develop a professional leadership portfolio to demonstrate that they have the knowledge and skills outlined in 603 CMR 4.10 (2), the “Professional Standards for Vocational Technical Administrators,” and 603 CMR 7.10, the “Professional Standards for Administrative Leadership.”

Duties

*Program Planning and Logistics*

- Solicit applications from, and maintain working relations with, all MAVA member schools.
- Receive and review all applications for entry into the Academy and evaluate all applications to ensure they meet Academy entry criteria.
- Notify successful applicants and their member schools of their acceptance into the Academy.
- Coordinate and contract with various facilities, vendors, and lodging establishments to provide the logistical support for each Academy session.

- Secure arrangements for instructional space.
- Secure necessary instructional technology for participants and presenters.
- Secure a block of hotel rooms for participants to register.
- Arrange for meals/refreshments for participants.
- Disseminate to everyone involved in Leadership Academy I contact information of all participants and presenters.

### *Curriculum Planning*

- Design and refine the Leadership Academy I curriculum into instructional modules.
- Secure appropriate networking opportunities for participants.
- Schedule Leadership Academy I as instructional seminars on at least five (5) weekends throughout the year.
- Bear total responsibility for successfully conducting ten (10) full-day Academy sessions on site, including five (5) evening sessions.
- Work closely with the Coordinator of Leadership Academy II to coordinate schedules and activities.

### *Budgeting and Finance*

- Work with MAVA leadership to ensure that all participants are properly registered and paid.
- Work within the program budget provided by the Executive Director.
- Collect, review, and properly submit for payment all invoices related to Leadership Academy I.

### *Instructional Leadership*

- Actively lead instruction and engage in interactive activities with Academy participants.
- Conduct various blocks of instruction at Academy sessions as needed and as appropriate.
- Identify, coordinate, and contract with suitable presenters for each Academy session.

### *Instructional Oversight*

- Observe and evaluate all Academy sessions to ensure program quality and continuity.
- Counsel and advise all Academy participants concerning their progress within the Academy.

### *Record Keeping and Reporting*

- Issue a Certificate of Completion to each participant at the conclusion of Leadership Academy I to document and certify the number of hours earned by participants.

- Evaluate the progress of all participants and inform their sending schools of those evaluations.
- Provide reports to the Executive Director, Officers, and Board of Directors, as requested by the Executive Director.

### *Long-Term Planning*

- Respond to Requests for Proposals (RFPs) with timely documentation to secure funding in support of the Academy.
- Work with Leadership Academy II Coordinator to draft and submit annually grant(s) and/or annual reports to the Department of Elementary and Secondary Education.
- Keep longitudinal data on Leadership Academy II participants who subsequently move into senior leadership positions.

### Requirements

The successful candidate must have served in the role of administrator in a Massachusetts public high school offering five or more Chapter 74-approved programs. At least ten years of experience as an administrator in Massachusetts vocational-technical education is preferred.

The successful candidate must have sufficient administrative, budgeting, and technological experience to run the program without any outside assistance.

### Technical Requirements

The successful applicant must be adept at electronic communications, including email, Microsoft Word and PowerPoint, Google Docs, PDFs, Microsoft Teams, and the like.

The successful applicant will be responsible for collecting and inputting monthly invoices for Leadership Academy I into MAVAs electronic bookkeeping system.

### Compensation

The successful applicant will be paid a \$20,000 stipend, to be disbursed in increments of \$2,000 each month for ten consecutive months. The stipend will be paid from The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V funds) awarded to MAVA by the Massachusetts Department of Elementary and Secondary Education.

Upon the filing of sufficient documentation with the Executive Director, the Coordinator will be reimbursed for reasonable mileage as well as incidental expenses required to fulfill the duties of this position.

### Job Status

The Coordinator of MAVA Leadership Academy I is an independent contractor.

No employment benefits attach to this position.

### Contract Status

This is a one-year position. It is expected to be posted annually.

### Selection Process

Candidates must submit a cover letter and current resume to Steven C. Sharek, MAVA Executive Director, at [stevesharek@MAVA.us](mailto:stevesharek@MAVA.us), by Wednesday, September 15, 2021, at 3:00 p.m.

Selection of the successful candidate will be made by the MAVA Officers, upon recommendation of the Executive Director.

### Start Date

The successful applicant is expected to begin planning and preparation for the job immediately upon selection.

Leadership Academy I is tentatively scheduled to begin in January of 2022.

### Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity Employer. MAVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.