

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

Title

Coordinator of MAVA Leadership Academy II

Job Summary

Coordinate and execute all activities relative to MAVA Leadership Academy II, 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 II 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 already serving as administrators in MAVA schools and programs. It serves the needs of Chapter 74 administrators as they seek the knowledge and skills required to serve and excel as a Vocational Technical Superintendent / Vocational Technical Assistant Superintendent or as a Vocational Technical Principal / Vocational Technical Assistant Principal.

Leadership Academy II focuses on issues such as labor relations, diversity and equity, management and leadership, technology, collective bargaining and contracts, finance and budget development, public policy and advocacy, relationship building, state laws and regulations, long-range planning, and school building and renovation.

Participants take part in a 500-hour administrative apprenticeship 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 II contact information of all participants and presenters.

Curriculum Planning

- Design and refine the Leadership Academy II curriculum into instructional modules.
- Secure appropriate networking opportunities for participants.
- Schedule Leadership Academy II as instructional seminars on six (6) weekends throughout the year.
- Bear total responsibility for successfully conducting twelve (12) full-day Academy sessions on site.
- Work closely with the Coordinator of Leadership Academy I 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 II.

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 II 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 the Leadership Academy I 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 previously served in the role of Superintendent or Assistant Superintendent 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 II 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 21st 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 II 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, 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 II is tentatively scheduled to begin no later than November of 2021.

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.