



EXECUTIVE DIRECTOR SEARCH CALIFORNIA ASSOCIATION OF INDEPENDENT SCHOOLS

July 1, 2020

MISSION AND PURPOSE

The mission of CAIS, recently refreshed, commits the Association to the highest standards of excellence in education: The California Association of Independent Schools establishes ambitious educational standards, fosters respect for the diversity and dignity of humanity, and promotes collaboration and social responsibility. The Association supports and challenges its schools through an innovative accreditation program that provokes deep reflection, analysis, and institutional commitment to action, as well as through the offering of professional development, relevant research, and informed counsel to the heads and trustees who endeavor to lead those schools effectively.

Strengthening schools since its founding in 1941, CAIS strives to bring a compelling and compassionate voice to statewide and national conversations about education, advocating for the continual improvement of learning environments for all children and adolescents—both in CAIS schools and beyond. (Adopted 2017)

STATE OF THE ASSOCIATION AND ACCOMPLISHMENTS

The current membership of CAIS is unanimous in its enthusiasm for the strength of CAIS today and what the Association has accomplished in the last 10 years. A representative set of remarks that underscore what member schools appreciate about the Association include the following:

“Its collaborative spirit, deep commitment to its schools, and thoughtful vision for the future...”

“A forward-looking Association which has blazed the trail in important areas, including accreditation, an impactful Trustee/School Head Conference, dedicated to best practices, equity and social justice values...”



“CAIS is a thought leader and provides networks and opportunities for generative thinking...”

“The excellent resources it offers, including the listserv that allows colleagues to use one another as resources...”

“The high level of professional development and support for school leadership, as well as providing strategic data collection and analysis...”

“The most diverse state association in the country...”

“The outstanding and valuable use of accreditation, trainings, and events for school improvement...”

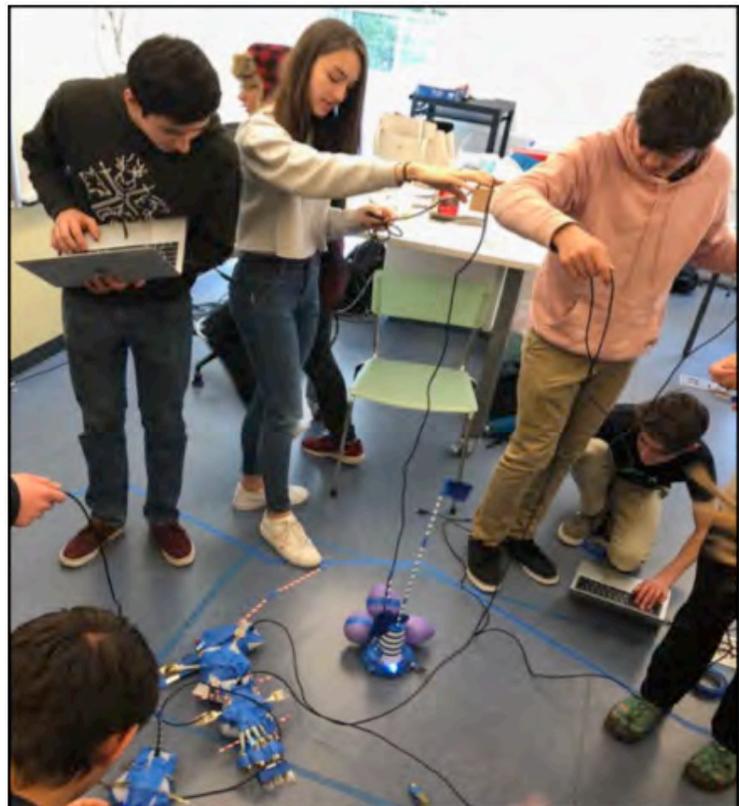
“The capable and dedicated staff who provide excellent resources...”

In the last decade, CAIS has taken on significant initiatives that have solidified the Association as a leader in its field. These accomplishments include:

- A dynamic accreditation protocol that emphasizes the use of data to measure student achievement and a commitment to the future planning of CAIS schools
- The creation of a useful accreditation portal for data management that has proved valuable to California member schools and other school associations across the country

- The commitment to relevant research studies that energize schools to adopt best practices for student learning
- The growth and refinement of the Trustee/School Head conference, which continues to provide wisdom for governance for CAIS members
- The commitment to connection and collaboration among member schools at the yearly Heads conference

Additionally, the personal attention of the Executive Director to schools new to the Association, schools going through the accreditation cycle, and heads new to CAIS has been a remarkable contribution to building a strong and vibrant Association.





OPPORTUNITIES AND CHALLENGES

In the next decade, the new Executive Director of CAIS will take on opportunities and challenges to further the work of CAIS. Topics of import that have arisen:

- Identifying new areas for supporting CAIS schools
- Developing strategies to help schools become less tuition-reliant and more financially sustainable
- Providing relevant bench-marking information to CAIS schools
- Keeping accreditation practices relevant and up-to-date
- Strengthening professional development for trustees and heads of school
- Supporting the development of diverse and inclusive school communities, specifically California's expanding Latino/a population

- Supporting research-based innovation for independent schools
- Developing new avenues for mentoring and supporting school leaders
- Expanding the effective use of technology for the Association
- Implementing the work of the current CAIS Strategic Plan:
https://www.caisca.org/page/2243_CAIS_Strategic_Plan_201621.asp

The CAIS Board of Directors seeks a leader who demonstrates:

- An aspirational, innovative vision for education and the Association
- The courage and wisdom to lead a large, complex, and growing organization
- A global outlook and a willingness to develop fruitful partnerships
- The capacity to be pastoral and compassionate
- Inspirational communication skills
- The willingness to be present and available for CAIS member schools
- Depth of knowledge in school governance, with all of its challenges, complications, and opportunities

- The ability to manage the organization and details of legislative and governmental changes and requirements
- Diplomacy and the ability to be “grounded in practice”
- The commitment to delve into complicated emerging social issues
- An ability to negotiate both theory and practice in terms of school leadership and governance
- Strategic planning skills and effective program management
- Deep understanding of teaching and learning as well as leadership skills needed for independent schools
- The ability to delegate and manage a multi-layered set of expectations
- Facility with technology and its appropriate use for the Association

The Board of Directors seeks a leader who brings to the organization as a whole the following qualities: optimism and energy, unquestioned integrity, humility, critical thinking skills, a collaborative nature, warmth and empathy, decisiveness, creativity, a sense of humor, and a discerning wisdom about people.

Essential qualifications include:

- Extensive experience in teaching and senior leadership, preferably but not exclusively in independent schools
- Experience with accreditation protocols, preferably leadership in this area
- First-hand knowledge of best practices in governance, strategic planning, and financial management of schools
- Knowledge about the work and effective practices of successful educational associations
- A graduate degree in a field relevant to the expectations of the position



CAIS AT A GLANCE

Total Member Schools:	229
Schools by Type:	
Elementary:	134
Secondary :	48
PK-12:	47
Schools by Size:	
Up to 200 students:	58
200-400 students:	97
400-700 students:	54
Over 700 students:	20
Schools by Region:	
Northern California:	47%
Southern California:	53%
Growth in number of schools over 25 years:	71%
CAIS Heads of School	
Men:	59%
Women:	41%
Heads of color (of approximately 60 total Heads of color in NAIS schools):	
Men:	6 (3%)
Women:	16 (7%)



INTERESTED CANDIDATES

The Board of Directors of CAIS has retained Doreen Oleson and Coreen Ruiz Hester from Resource Group 175 to lead the search. To apply, please send—in a single PDF—the following documents:

- A curriculum vitae
- A letter explaining your interest in the position
- A personal statement of not more than two pages, and
- No fewer than three references

As soon as possible, but no later than **November 1, 2018** to both:

Doreen Oleson
doreenoleson@gmail.com

and

Coreen Hester
chester@rg175.com