

## Qualifications

Cape Cod Collaborative is seeking an experienced, educational leader with strong fiscal, organizational, and communication skills as well as significant knowledge of specialized education programs for school children ages 3-21.

The desired attributes of the new Executive Director include:

- Strong administrative and management skills
- Ability to maintain and enhance working relationships with and among administrative groups including superintendents, SPED administrators and business managers
- Demonstrated success in leading and supervising staff
- Expertise in the development and supervision of programs for school aged special needs children
- Experience managing revenue based organization(s)
- Ability to communicate financial data in a clear and transparent manner to stakeholder groups
- Ability to conceptualize well and provide big picture analysis
- Experience with school transportation services
- Excellent interpersonal and public relations skills

## Compensation

The Cape Cod Collaborative Board will offer a multi-year contract with a beginning salary in the \$117,000 - \$127,000 range based on qualification and experience, as well as competitive benefits and membership in the Massachusetts Teacher Retirement System.

### ***CAPE COD COLLABORATIVE Member Districts***

*Barnstable School District  
Bourne School District  
Brewster School District  
Cape Cod Regional Tech School District  
Chatham School District  
Dennis/Yarmouth School District  
Eastham School District  
Falmouth School District  
Harwich School District  
Martha's Vineyard Reg. School District  
Mashpee School District  
Nantucket School District  
Nauset School District  
Orleans School District  
Provincetown School District  
Sandwich School District  
Truro School District  
Upper Cape Cod Reg. Tech. School Dist.  
Wareham School District  
Wellfleet School District*

*For additional information, please see the CCC website: [www.cccollaborative.org](http://www.cccollaborative.org)*



### ***An Invitation to Apply for the Position of Executive Director***

Candidates interested in being considered for this position are requested to provide:

- Cover letter
- Resume
- Transcripts
- Three current letters of recommendation to:

Joseph L. Gilbert, Ed.D.  
c/o J. Gilbert/P. Cannone-Consultants  
Center for Executive Search  
Cape Cod Collaborative  
5700 LeMay Avenue  
Otis ANGB, MA 02542

#### **The Search Process:**

Deadline for Applications	November 5, 2008
Semi-finalist interviews	November 30, 2008
Finalist Interviews	December 2008
Board Appointment	January 2009
Start Date	June 1, 2009

**Note: earlier start date negotiable**

## The Cape Cod Collaborative Community

The Cape Cod Collaborative was formed in 1975 and has been growing and evolving since that date. It is a community made up of 20 Cape area school districts covering the locale from Wareham on the east to Provincetown on the west including the island districts of Martha's Vineyard and Nantucket.

Cape Cod Collaborative continuously strives to enhance cost effective collaboration as it provides direction and acts as a vehicle for school districts to plan, develop, and implement high quality regional programs for students ages 3-21. In addition to its primary function, Cape Cod Collaborative also provides multiple support services including: transportation (regular and special), professional development, facilitation of professional learning communities, Medicaid processing and billing, operational/administrative consultation, executive search services and grant writing.

Future initiatives that are now in the planning stages include expansion of services for gifted and talented students, partnerships with area non-profit organizations and initiating dual enrollment programs with area colleges.

## Cape Cod Collaborative Governance

The Cape Cod Collaborative Board of Directors consists of an elected school committee member from each of its member districts. The Board meets monthly and provides oversight of all Collaborative programs through its Executive Director. An Administrative Board comprised of Superintendents advises the Board of Directors on any aspect of the Collaborative's operations.

### Overview of the Collaborative

It is expected that a primary focus of Cape Cod Collaborative will continue to be the delivery of cost effective special education services. However, the Board is looking for an Executive Director who will continue to enhance what exists while exploring cost effective opportunities for future partnering in other areas of education and school operations.

The current budget is \$8.5 million dollars. Approximately 200 individuals are employed by the Collaborative, in either a full, or part-time capacity.

One hundred twenty students are currently enrolled in Cape Cod Collaborative

programs/services that are located in school buildings in member districts. A special education transportation system transports approximately 138 students to more than 40 program sites. The districts of Nantucket and Truro contract with Cape Cod Collaborative for transportation of regular education students. A summer program for 150 high achieving students is operated in partnership with the Massachusetts Maritime Academy. Collaborative professional development is provided to hundreds of Cape educators each year.

## Collaborative Programs & Services

- Classes for Developmentally Delayed and Intellectually Impaired Students
- Classes for Students with Emotional/Social Challenges
- Transportation: Regular & Special Education
- Professional Development
- All Cape In-Service Day
- Advanced Studies and Leadership (ASLP)
- Medicaid Billing
- Executive Search Services