

Secretary of Education Job posting, 2016

Who May Apply:

This EXEMPT Agency Secretary of Education position, open to all State employees and external applicants.

DO NOT APPLY FOR THIS POSITION ONLINE!

This is an Exempt position. To apply for the position, please send your Cover letter and Resumé to:

Vermont State Board of Education
Attn: Allison Keating
219 North Main Street, Suite 402
Barre, VT 05641

Preferred Qualification:

- At least ten years' experience in public educational management.
- Demonstrated leadership, management capabilities and a record of accomplishment is necessary.
- Demonstrated ability to work with diverse constituencies at the state and local levels.
- A diversity of educational experiences and background.
- Demonstrated skills in effective fiscal management.
- A doctorate is preferred, at least a master's degree in education.
- Extensive Vermont experience is highly desirable.

Job Description/Overview:

The Agency Secretary of Education is appointed by the Governor, with the advice and consent of the senate, from among candidates recommended by the State Board of Education. The Secretary is a member of the Governor's cabinet and serve at the pleasure of the Governor. The Agency of Education is under the direction and supervision of the Secretary.

Duties:

The Secretary shall implement the laws of the State of Vermont and the policies of the State Board of Education as represented by formal rule as well as by majority vote of the Board. The duties of the Secretary are defined in (3 V.S.A. 2702), in miscellaneous other statutes, and may be amended from time to time.

In conducting these duties, the Secretary must:

- Work effectively efficiently and harmoniously with the State Board of Education in determining policy and with the Governor in the effective and efficient operation of the agency.
- Exercise policy acumen and skill in working within the Vermont context:
 - The secretary must work positively and effectively with the general assembly, education organizations, the business community, media and the citizenry at large
- The Secretary must work effectively with school boards, superintendents, principals, teachers, independent schools and other education employees and volunteers.
- Lead, inform and advocate for the advancement and improvement of the comprehensive education of all Vermont children based solely on the basis of the best research evidence.
- Be committed to public education and particularly to those children with the greatest needs.
- Lead, guide and direct the agency in the comprehensive and unified advancement of the quality of education, in meeting the challenges of sustaining and improving the educational experiences of Vermont's diverse student population.
- Direct the operations of the agency with an emphasis on best utilization of resources with a clear articulation of the vision and goals of the agency.
- In-state and out-of-state travel is required.

Equal Employment Opportunity:

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.