



Mexican American School Boards Association Executive Director Vacancy Announcement

The **Mexican American School Boards Association (MASBA)** is excited to announce that it is seeking a highly motivated, innovative individual to serve as their next Executive Director. MASBA is seeking an individual that is focused on driving positive change and will lead MASBA to becoming a greater voice in our advocacy for an equitable education for all children, especially our Latinx students. Currently MASBA has 147-member districts.

MASBA is a voluntary, non-profit, statewide education association that has served Texas school boards since 1970. MASBA is focused on closing achievement gaps in our Texas public schools, particularly for the **Latinx students** who comprise the majority of students in our Texas public schools.

During its infancy, MASBA was led by a 14-member Board of Directors. At that time, membership in MASBA was open to all school districts with a sizeable percentage of minority students. MASBA held its first conference on February 8-9, 1975. MASBA organized various efforts, served as a consultant to the Priorities Committee of the Texas State Board of Education, and worked to implement the recommendations of "Toward Quality Education for Mexican Americans," a report by the U.S. Civil Rights Commission and the Intercultural Development Research Association (IDRA) of San Antonio.

Throughout the years, MASBA has tackled challenging issues of equity and diversity, appropriate curriculum, and the advancement of the Mexican American culture. For 22 years, MASBA has presented an annual conference for trustees to learn about and discuss such issues.

MASBA is also renowned for hosting Texas' first-ever statewide high school *mariachi* championship in 2010. As a result of MASBA's efforts, the annual competition grew and, *mariachi* was recognized in 2015 as a sanctioned event of the University Interscholastic League!

Executive Director Job Responsibilities:

1) **Board Governance:** Works with Board to fulfill the organization's mission.

- Responsible for leading MASBA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.

2) **Financial Performance and Viability:** Develops and leads opportunities for resource development sufficient to ensure the financial health of the organization and its initiatives.

- Responsible for fundraising and developing other revenues necessary to support MASBA's mission.

- Responsible for the fiscal integrity of MASBA, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the organization's financial condition.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of MASBA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that MASBA can successfully fulfill its mission into the future.
- Responsible for enhancing MASBA's image by being active and visible in local and state activities and working closely with other professional, civic and private organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the organization's operations are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for the effective administration of MASBA's operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Application Process

The application process will remain open until the position is filled, but the application deadline for the first review of applications is July 9 2021 at 5:00 p.m. (CST). The anticipated start date for the Executive director is July 26, 2021, although applicants may be requested to start earlier. An application should include a detailed letter of interest indicating qualifications and reasons for interest in the position. The application packet should consist of the following information:

- a completed application
- a statement of philosophy of non-profit administration (not to exceed one page)
- a current resume or curriculum vitae
- three letters of reference

Professional Qualifications Needed

- A bachelor's degree.
- Transparent and high integrity leadership.
- Five or more years senior non-profit, civic or education management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, Board, volunteers and donors.

- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Apply now at <https://www.808west.com/current-searches> to have an opportunity to lead an organization whose mission is to drive equity and close education gaps for Latinx students across Texas.



Please return the completed and signed application form with other application materials to:

O'Hanlon, Demerath & Castillo
808 West Avenue Austin, Texas 78701
Phone: 512-494-9949; Fax: 512-494-9919
Email: search@808west.com

Or Via the law firm's website at <http://www.808west.com/application>

ALL APPLICATION MATERIALS ARE DUE BY July 9, 2021 AT 5:00 PM (CST).
MATERIALS RECEIVED AFTER THE DEADLINE MAY NOT BE CONSIDERED

Application for Position of Executive Director

Contact Information

Last Name: _____ First Name: _____ Middle: _____

Home Address: _____

City, State, Zip: _____

Personal Phone: _____ Fax: _____ Personal E-mail: _____

List all other names you have used: _____

Higher Education

List all institutions of higher education you have attended, with the most recent first. (Attach supplemental pages, if necessary.)

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Employment History

List all full-time experience, both in and outside the field of education, beginning with your current or most-recent position. (Attach supplemental pages, if necessary.)

References provided will not be contacted until approval is first given by candidate during the confidential search process.

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Current Employment

Length of Present Contract: _____

Present Contract Expiration Date: _____

Current Salary & Benefits/ _____

Expected Salary & Benefits _____

Date Available to Work: _____

Current Title _____

Special Certifications: _____

Honors/Awards/Community Service _____

Questionnaire

Answer Yes or No to the following questions. Attach a brief explanation for any answers which you believe might negatively affect your application including: criminal convictions, professional license discipline, and pending investigations in any state.

- _____ 1. Have you ever left any employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of professional standards of conduct?
- _____ 2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct?
- _____ 3. Have you ever had a professional certificate, credential or license revoked or suspended or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct?
- _____ 4. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?
- _____ 5. Have you ever surrendered a professional license of any kind before its expiration?
- _____ 6. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?
- _____ 7. Have you ever been convicted of a felony or misdemeanor offense including: (1) an offense involving moral turpitude; (2) an offense involving a form of sexual or physical abuse of a minor or student or other illegal conduct in which the victim is a minor or student; (3) a felony offense involving the possession, transfer, sale, or distribution of or conspiracy to possess, transfer, sell, or distribute a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; or (4) an offense involving the illegal transfer, appropriation, or use of funds or other

property?

- _____ 8. Have you ever been convicted of a felony or misdemeanor offense for criminal homicide, kidnapping, unlawful restraint, smuggling of persons, trafficking of persons, sexual crimes, assault, or an offense requiring you to register as a sex offender, where the victim of the offense was under 18 years of age?
- _____ 9. Have you ever entered a plea of guilty or no contest relative to any charge for an offense listed in questions 8 or 9 above?
- _____ 10. Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons?
- _____ 11. Have you ever been the subject of a substantiated report of abuse or neglect involving a minor child?
- _____ 12. Are you currently the subject of an ongoing investigation related to a report of abuse or neglect involving a minor child?
- _____

Language Skills

Do you speak any languages other than English? If so, please state each language and describe your level of proficiency.

Authorization and Verification

I authorize my references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualifications, or fitness to provide such information to the Mexican American School Boards Association for which I have completed an employment application. I release the school district and all persons providing this information to the school district from any liability whatsoever for obtaining and providing that information, regardless of the results.

I acknowledge that semi-finalists in this superintendent search may be subject to criminal records check by the school district and a license review through the relevant state licensing agency related to my employment.

I acknowledge that the school district may conduct an Internet search, reference checks, background investigations and confirmation of employment as a part of this application.

The information that I have provided in this application is true and accurate to the best of my knowledge. I have answered all of the questions to the best of my ability and I have not knowingly withheld information that would negatively affect my application. Any misrepresentations or omissions of fact in this application, any materials submitted with this application, or during interviews may be cause for rejection of this application or subsequent termination from employment, if hired.

Signed

Date

Name (Printed)

Please return the completed and signed application form with other application materials to:

O'Hanlon, Demerath & Castillo

808 West Avenue

Austin, Texas 78701

Phone: 512-494-9949

Fax: 512-494-9919

Email: search@808west.com

Or Via the law firm's website at <http://www.808west.com/application>

ALL APPLICATION MATERIALS ARE DUE BY July 9, 2021 AT 5:00 PM (CST). MATERIALS RECEIVED AFTER THE DEADLINE MAY NOT BE CONSIDERED.