



You have opened the application form for the

Executive Director

of

Magnet Schools of America

Washington, D.C.

In order to be considered for this position, you must submit the following:

- ✓ This application form (signed with questions answered)
- ✓ A cover letter
- ✓ A résumé
- ✓ Credentials (transcripts, certification of teaching/supt. degree, letters of recommendation, etc.)

by

Monday, April 2, 2012

If our office has not received these materials by the date of closing, you will not be considered for this position. Application materials may be sent to:

McPherson & Jacobson, L.L.C.
7905 L St., Suite 310
Omaha, Nebraska 68127

or

Faxed to: (402) 991-7168

or

Emailed to: apps@macnjake.com

Magnet Schools of America
Application Information Form

Washington, D.C.
Position: Executive Director

Title: Dr. Mr. Ms. Mrs. (other—please list) _____

Name: _____ Telephone _____

Home Address: _____ Office: () _____
 _____ Home: () _____
 _____ Cell: () _____

Zip Code: _____ E-mail: _____

Record of Professional Education (in reverse chronology)

Institution	Graduation Date	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Record of Professional Experience (in reverse chronology)

Title	Dates	District	State	Enrollment	Annual Salary
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____

Give names, titles, addresses, and telephone numbers of three administrators and/or school board members familiar with your career that we may contact. This will be done confidentially.

Name	Title	Business Phone	Home Phone	Cell Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The responsibilities of the executive director are to commit to:

- *The successful operations, management, and productivity of the magnet schools office and staff in Washington DC.*
- *The expectation and availability to network with partner affiliates and districts.*
- *The creation of new revenue streams (inclusive of increasing membership).*

The salary range will be \$120,000 to \$130,000 plus up to \$15,000 403B, up to \$10,000 Health Plan, and business related expenses of up to \$12,000, with a bonus based on generated revenue and performance as identified in an evaluation rubric.

The Board of Directors has identified the following qualities for the Executive Directors. Please respond to each of the qualities stressing your experience, strengths, and abilities in each area, limiting your responses to between 200 and 500 words for each item.

1. Have excellent and continuous communications with the Board, schools, staff, and legislators.
2. Is financially astute with the ability to develop and maintain million dollar budgets.
3. Well versed in quality educational ideals. A person who is aware of and keeps current with academic trends.
4. An advocate for reform and innovation; ability to think creatively.
5. Ability to work with people in a culturally, ethnically and racially diverse education environment
6. Be politically astute and possess the acumen to work effectively in a constantly changing political environment. Ability to create a legislative agenda, testify before the legislature and help the organization engage in the legislative process.

I certify that the information provided herein is true and complete to the best of my knowledge.

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

Signature of Applicant: _____ Date: _____

This application must be COMPLETED and RETURNED by: MONDAY, APRIL 2, 2012

**Magnet Schools of America
McPherson & Jacobson, L.L.C.
Executive Recruitment and Development
7905 L St., Suite 310
Omaha, Nebraska 68127
Phone: (402) 991-7031
E-mail: apps@macnjake.com
Fax: (402) 991-7168**

AA/EEO Employer