



# Idaho State Board of Education

Invites Applications for the Position of  
**Executive Director**

Final Date to Submit a Resume is June 5, 2015

## The Idaho State Board of Education

The State Board of Education is charged with the general supervision, governance and control of Idaho's public educational institutions, agencies and school system. The Board is made up of eight members, seven of whom are appointed by the Governor, and the voter-elected Superintendent of Public Instruction. The Office of the State Board of Education is charged with implementing the Board's policies, and overseeing the public higher education institutions and the Board's executive agencies. The Board's strategic plan guides its policy making decisions, and its current initiatives, which include Complete College Idaho, STEM education, and implementing the Governor's Task Force for Improving Education recommendations.

The State Board of Education strives to achieve a "seamless" educational system without barriers within or between the various organizational components. As Idaho's single governing body for K-20 education, it has a unique, one-of-kind authority and responsibility. This structure enhances the

Board's ability to provide critical linkages between K-12 and postsecondary education. The State Board of Education has been effective in influencing major reform in education. The regulatory influence of the Idaho State Board of Education includes: K-12, public postsecondary education, Idaho Public Television, Vocational Rehabilitation, the Division of Professional-Technical Education, and the Idaho Public Charter School Commission.

### Vision

The State Board of Education envisions an accessible, seamless public education system that results in a highly educated citizenry.

### Mission

To provide leadership, set policy, and advocate for transforming Idaho's educational system to improve each Idaho citizen's quality of life and enhance global competitiveness.

Please see our web site for more information about the Board's vision, mission and strategic plan:  
[http://www.boardofed.idaho.gov/policies/strategic\\_plan.asp](http://www.boardofed.idaho.gov/policies/strategic_plan.asp)

## The Community of Boise

Boise is a great blend of the past and the future. From its origins as a trading post on the Oregon Trail to its current status as a small city with skyscrapers and high-tech companies, Boise offers a sophisticated view of the West.

Idaho's capitol city is one of the few places where you can ski in the morning, play golf or tennis in the afternoon and attend ballet, opera or live theater at night. Put on your cowboy boots for a visit to nearby Idaho City, where weathered canteens and western storefronts make the town a living museum to the mining era, or take your picnic basket to a summer evening at The Idaho Shakespeare Festival.

Boise is also famous for its Greenbelt, 25 miles of pathway along the Boise River through the heart of the city, that is ideal for walking, cycling, and skating. Or check out the shops and restaurants in historic Hyde Park, wander through the city's Art and

Cultural District, and visit one of Boise's ten museums including the World Center for Birds of Prey.

Less than an hour away, you'll find white-water rafting, world-class kayaking, and skiing at Bogus Basin Resort, nestled in the foothills above downtown.



For more information about Boise and Idaho, visit these websites:  
[www.boise.org](http://www.boise.org)  
[www.boisechamber.org](http://www.boisechamber.org)  
[www.idaho.gov](http://www.idaho.gov)

## The Executive Director Position

The Executive Director is a full-time position serving at the pleasure of the eight-member State Board of Education and is established under Board Policy and Idaho Statute as the functioning administrative director of the Board. This position is exempt from state classified service and the Rules of



the Division of Human Resources. The Director oversees the staff of the Office of the State Board of Education, which provides governance, leadership, support and coordination for public education in Idaho, including public schools, colleges, universities, the Division of Vocational Rehabilitation, Idaho Public Television, the Division of Professional-Technical Education, and the Public Charter School Commission.

### Responsibilities:

- ▶ Serves as the professional administrator and executive director of the Idaho State Board of Education
- ▶ Advises the Board on educational matters, directs operations of the Board, and reports to the Board on implementation of and compliance with Board policies and procedures.
- ▶ Hires staff for all Office of the State Board of Education positions and recommends staff organization
- ▶ Represents the Board at groups, agencies, and organizations
- ▶ Coordinates legislative efforts for the Board and agencies/institutions under the Board
- ▶ Assures that proper documentation of Board decisions, Board meetings, and other records as required by law or directed by the Board
- ▶ Performs such other duties as may be assigned by the Board

## The Candidate Profile

The successful candidate must have knowledge of Idaho's seamless, educational (K-20+) system; a commitment to access and equity for all students; the understanding of the legislative process and fiscal (budget) development; a strong strategic planning background; demonstrated ability to develop an effective working relationship with a diverse population, including institutional presidents, agency heads, elected and public officials, industry and business leaders, staff, and with the public-at-large; the interpersonal skills and technical expertise to be effective in a complex organization and political

environment; excellent written and verbal communication skills; ability to manage and coordinate numerous projects simultaneously. The appropriate level of education or comparable experience is required.

The qualified candidate will also possess a strong background in management and be a capable organizer with strong leadership and analytical skills. The candidate should have proven experience in legislative affairs; budget preparation and presentation; program implementation and evaluation; and public speaking.

## Compensation and Benefits

### Compensation

The Board will set salary depending on the experience and qualifications of the selected candidate. The Executive Director is exempt from the rules of the Division of Human Resources and the Idaho Personnel Commission. This is a non-tenured position. Salary Range: \$125,000 - \$135,000

### Retirement

Employees of the Idaho State Board of Education participate in an employer/employee shared defined-contribution plan, called the Optional Retirement Plan (ORP). The ORP retirement benefit is administered through either TIAA-CREF or VALIC. Under this retirement plan, 6.97% of your gross salary is deducted, tax deferred, from your bi-weekly paycheck as contributions towards your retirement. The State contributes 9.35% for this purpose. Additional deferred compensation plans (401k, 403b and 457) are also available. If an employee is already a vested member of the Public Employees Retirement System of Idaho (PERSI), he/she will have the opportunity to make a one-time, irrevocable decision to remain in PERSI.

### Group Insurance Program

The State of Idaho is pleased to provide a comprehensive group insurance program that offers employees a variety of benefits including:

- Blue Cross of Idaho Traditional, PPO and High Deductible Medical Plans:

These plans provide hospital, physician, prescription drug and vision benefits. EAP benefits are included in each medical plan, with claims management provided by ComPsych.

- *thriveidaho*: Health promotion program available to all employees enrolled in in one of the state's medical plans. Visit the *thriveidaho* website to find out how to get started earning rewards.
- Blue Cross Dental Plan: Covered under this plan are routine and preventive care, basic services, major services and orthodontia.

- Life Insurance: The Basic Life plan is provided by the State at no cost to employees. Also available is an employee-paid optional Voluntary Term Life plan and a State Police Optional Life policy for all eligible police officer members of the Idaho State Police.
- Disability Insurance: Short-term Disability and Long-term Disability insurance coverages automatically provided to all eligible employees as part of the Basic Life plan.
- Flexible Spending Accounts: The Medical Reimbursement and Dependent Care Reimbursement Accounts allow employees an opportunity to set aside tax exempt funds to pay out-of-pocket health and dependent care expenses.
- Premium Only Plan: Lets employees save money by having medical and dental premiums deducted from their pay on a pre-tax basis.

### Additional Benefits

- Leave benefits: Accrual of approximately 24 days of vacation leave annually, with an accumulation limit of 240 hours; 12 days sick leave each year with unlimited accumulation, and 10 paid holidays per year.
- Relocation assistance may be provided
- Flexible Spending Accounts are available for medical and child care expenses  
Educational privilege of reduced tuition fees for employee and spouse to specific Idaho public higher education institutions



## The Selection Process

Qualified individuals interested in this position must submit a letter of interest indicating how they are qualified for the position, a resume, transcripts, and at least six (6) references that can attest to your ability to meet the position requirements with name, and phone number.

### Send to:

Office of the State Board of Education  
Executive Director Search  
PO BOX 83720  
650 W. State Street, Room 307  
Boise, Idaho  
83720-0037

Or email to [board@osbe.idaho.gov](mailto:board@osbe.idaho.gov)

For additional information regarding the State Board of Education, visit the Board website at [www.boardofed.idaho.gov](http://www.boardofed.idaho.gov); email [board@osbe.idaho.gov](mailto:board@osbe.idaho.gov), or call 208-334-2270.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

FINAL DATE TO SUBMIT  
APPLICATION MATERIAL:  
June 5, 2015

Application materials received after June 5, 2015 will not be guaranteed consideration. It is to the applicant's advantage to submit materials as soon as possible. Applicant screening will continue until the position is filled.

Finalists must also successfully complete a thorough background investigation.

Equal Opportunity Employer