

**SELECTION PROCESS
FOR
EXECUTIVE DIRECTOR
VISUALLY IMPAIRED PRESCHOOL**

Plan of Action

STEPS	COMPLETION DATES
Search Committee Organizational Meeting	April 9, 2008
Prepare draft plan	April 14, 2008
Receive approval of plan	April 16, 2008
Prepare recruitment advertisement	April 18, 2008
Recruitment advertisement approved by committee	April 25, 2008
Placement of recruitment advertisement by committee	April 30, 2008
Placement of advertisement	May 1, 2008
Contact the 12 Executive Directors of similar programs across the country	May 16, 2008
Close date	June 2, 2008
Review of applicants by Search Committee	June 20, 2008
Telephone screening of candidates	June 30, 2008
Face to face interviews	July 18, 2008
Final candidates to meet staff	July 18, 2008
Offer extended	July 25, 2008
Board establishment of short term goals for new Executive Director	August 19, 2008
Candidate starts orientation	September 1, 2008
Board review of new Executive Director's performance	December 16, 2008
Board review of new Executive Director's performance (Go/No Go)	March 17, 2009

EXECUTIVE DIRECTOR

Visually Impaired Preschool Services, Inc. Louisville, Kentucky

One of the nations, premier schools for the visually impaired has an opening for an **EXECUTIVE DIRECTOR** due to pending retirement. The *Visually Impaired Preschool Services, Inc.* (VIPS) offers appropriate services to infants, toddlers, and preschoolers who are visually impaired or blind and to their families; to maximize each child's development potential through direct services, advocacy, and community education. This position reports to the President, VIPS Board of Directors and Executive Committee.

The candidate we seek should be:

- People oriented and able to relate to all socio-economic groups.
- A Leader who is a proven leader, manager, team builder and developer.
- Knowledgeable and passionate about the field of blindness.
- Experienced in development.
- Able to create strong networks throughout the community.
- An exceptionally skilled communicator.
- Masters degree prepared.

Duties and responsibilities will include but not be limited to:

- Supervises, manages and oversees the day to day operations which include 22 employees at 2 locations with an annual budget of \$1.2 million.
- Participates in community activities to develop opportunities and ascertain needs.
- Serves as VIPS representative to the community attending various meetings and social functions.
- Establishes and maintains close ties to other regional agencies serving the blind and visually impaired.
- Prepares and manages budgets in conjunction with the Board and appropriate personnel.
- Fundraising including grant preparation.
- Recommends new policies, procedures and programs.
- Prepares monthly Executive Director's Report and agenda for the monthly Board meetings.
- Coordinates all Board committee meetings.

If you are interested, send your cover letter, resume and salary requirements to "VIPS Executive Director Search, c/o Al Cornish, Chairman, Personnel Committee, Norton University, 224 East Broadway, Suite 115, Louisville, KY 40202 or e-mail to VIPSExeDirSearch@aol.com

SCREENING AND INTERVIEW CRITERIA

Directions: On a scale of 1 – 5 rate the candidate on the following attributes, circle the number under each:

1. People oriented and able to relate to all socio-economic groups.
 1. No Demonstrated Experience (1 year or less).
 2. Little Demonstrated Experience (1+ years but less than 3 years).
 3. Some Demonstrated Experience (4 – 9 years).
 4. Demonstrated Experience (10 – 15 years).
 5. Seasoned Experienced Professional (16+ years).

2. A Leader who is a proven leader, manager, team builder and developer.
 1. Has no prior management experience.
 2. Has 1 – 3 years of management experience.
 3. Has 4 – 9 years of management experience.
 4. Has 10 – 15 years of management experience.
 5. Have 16 or more years of management experience.

3. Knowledgeable and passionate about the field of blindness.
 1. Has no knowledge.
 2. Has worked in the field for 1 - 3 years.
 3. Has worked in the field for 4 - 9 years.
 4. Has worked in the field for 10 - 15 years.
 5. Has worked in the field for 16+ years.

4. Experienced in development.
 1. Has no prior development experience.
 2. Has development experience 1 - 3 years.
 3. Has development experience 4 - 9 years.
 4. Has development experience 10 - 15 years.
 5. Has development experience 16+ years.

5. Able to create strong networks throughout the community.
 1. Has no networking development experience.
 2. Has built networks with 1 - 5 community groups.
 3. Has built networks with 6 - 10 community groups.
 4. Has built networks with 11 - 15 community groups.
 5. Has built networks with 16+ community groups.

6. An exceptionally skilled communicator.
 1. Able to communicate clearly and concisely with proper grammar, sentence structure and understanding.
 3. Able to communicate clearly and concisely with proper grammar, sentence structure, understanding and able to create a vision for the future.
 5. Able to communicate clearly and concisely with proper grammar, sentence structure, understanding, able to create a vision for the future and articulate a strategy to achieve that vision.

7. Masters degree prepared.
 1. Currently working on Masters Degree to be completed within the year.
 3. Masters Degree
 5. Ph.D Degree

8. Wild Card – Your Intuition (Commonly known as “Your Gut”)
 - 1
 - 2
 - 3
 - 4
 - 5