



## The Hamilton Clermont Cooperative (HCC) is seeking qualified applicants for the position of **Executive Director**.

The new full-time Executive Director will replace Tom Collins, who has been the Executive Director for the last four years. The HCC Board of Directors looks forward to making an appointment in May, with a start date to be determined.

In addition to serving as the Executive Director, the Board is seeking an individual who will serve as a model of professionalism, capable of assisting the collaborative group in facilitating and meeting the ITC services for member school districts.

The Executive Director in collaboration with the Board of Directors provides the leadership and direction for technology services to member districts. It is his or her responsibility to advise the Board on financial matters for HCC; execute policies and decisions made by the Board; forecast revenues and expenses accurately; and assist in communicating how HCC supports the IT needs of member districts.

**Bill Sears, Hamilton County ESC (HCESC) Executive Search Lead, is assisting the Executive Committee with its search.**

### HCC SERVICES

- Student Data Services
- DASL Software and Support
- Progress Book
- SPS/ IEP Software
- EMIS for Student and Finance Reporting
- INFOhio Services
- Library Management Software and Support
- Financial Services
- Employee KIOSK & AESOP Integration
- Parent Notification—Automated Dial-Out
- Document and Records Archiving
- Integrated Financial Workflows
- Integrated Student Workflows
- Integrated Personnel Workflows
- Email Archiving
- Network Services
- Internet Connectivity with Filtering and Firewalls
- Hosted Email
- Voice over IP Internet access (eligible for eRate discounts)
- Software hosting, training and support
- IP telephony
- Voicemail
- Cisco network switch support
- Contracted personnel
- Call-out list generation
- Data storage and/or back-up
- Network installation
- Co-op pricing on hardware/software
- Customized reports
- Automated Web emergency medical forms
- On-Base document archiving and management

### QUALIFICATIONS

The following is a partial list of desired qualifications/experiences as specified by the HCC Executive Committee.

- Successful experience in a high level leadership position.
- College degree or equivalent combination of business, education, technology, and related experiences.
- Experience in management, supervisory techniques, and budgeting and planning.
- Knowledge of organizational practices.
- Comprehensive knowledge of technology in K-12 education.
- Good problem-solving skills.
- Expertise in using technology on a daily basis.
- Experience and/or knowledge of contract development with vendors and the development of Support Level Agreements (SLA's).
- Experience with and knowledge of Human Resources functions.
- Experience with negotiating with vendors for products and services.
- Possesses a visionary outlook regarding trends in education and developments of technology.
- Willingness to function in a 24/7 mode as needed.

#### Application Deadline

May 17th, 2019

#### Interviews Begin

May 22nd, 2019

#### Act to Employ

Early June, 2019

#### Employment Begins

July 1, 2019  
(or as agreed to)

*Salary regionally competitive and commensurate with experience and qualifications.*

### APPLICATION PROCESS

Applications by qualified candidates are encouraged.

All interested candidates should submit the following:

- a letter of interest emphasizing
- qualifications and reasons for interest
- an up-to-date résumé
- credentials and transcripts
- three letters of reference

All items and inquiries should be submitted to:

**Bill Sears, HCESC Search Lead**  
**11083 Hamilton Avenue**  
**Cincinnati, Ohio 45231**

or electronically to  
**bill.sears@hcesc.org**



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