



219 North Main Street, Suite 402, Barre, VT 05641
(p) 802-479-1030 | (f) 802-479-1835

Information for candidates for the position of Secretary of Education, State of Vermont

This exempt position, Secretary of the Agency of Education is open to all State employees and external candidates. The State of Vermont is an Equal Opportunity Employer. Women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged to apply.

Please mail or deliver your cover letter and resume to VT State Board of Education, 219 North Main Street, Suite 402, Barre, VT 05641 or via email to Maureen.Gaidys@vermont.gov no later than 5:00 p.m. EST, April 30, 2018.

The Vermont State Board of Education will consider only candidates who meet the **Statutory Requirements** stipulated by the General Assembly, as follows.

Candidates for the position of Secretary of Education “..shall have expertise in education management and policy and demonstrated leadership and management abilities.” ([3 V.S.A. §2702\(c\)](#))

Candidates who meet the Statutory Requirements will be evaluated by the State Board of Education on the basis of **Preferred Qualifications**, as set forth below.

1. knowledge of PreK-12 public educational policy and practice;
2. familiarity with school governance structures and practices typical of Vermont or similar states;
3. experience with executive and legislative entities in the public sector at the state and local levels and/or experience in private sector governance and leadership;
4. knowledge of fiscal and tax policy and education-funding issues at the federal, state, and local levels;
5. expertise in framing, communicating, and advancing public and/or business policy issues, options, strategies, and tactics;
6. diversity of educational experiences and background;
7. experience driving organizational effectiveness and continuous improvement in large organizations; and
8. effectiveness in communications, oral, written and in multiple media, with the public, with special constituencies and interest groups, with decision-makers, and with employees.

On the basis of its evaluation of candidates, the Board, as required by statute, will “..propose...no fewer than three candidates..” for the Governor’s consideration. ([3 V.S.A. §2702\(a\)](#)) By statute, “..the Governor shall appoint a Secretary from among...candidates proposed by the State Board of Education. The Secretary shall serve at the pleasure of the Governor.” (ibid.) By statute, “The Secretary shall report directly to the Governor and shall be a member of the Governor’s Cabinet.” ([3 V.S.A. §2702\(b\)](#)) “The Secretary shall serve on the State Board as a non-voting member.” ([16 V.S.A. §161](#)) The statutory duties of the Secretary of Education are defined in [16 V.S.A. §212](#) and other Vermont statutes, and may be amended from time to time.