

The Board of Directors, Division on Autism and Developmental Disabilities (DADD) announce the opening of the position of Executive Director of the division. Dr. Tom Smith, Executive Director since 1994, will step down from the position effective December 31, 2013. The Executive Director serves as the professional representative of the board and provides support to board members. The appointment is for five years, renewable with board recommendation; there is monthly compensation.

Specific responsibilities of the Executive Director include:

- Provide support, as needed, to DADD Board of Directors
- Monitor fiscal activities of the division
- Serve as the professional representative of the board
- Maintain and update board handbook, including constitution and by-laws
- Serve as the liaison between the board and CEC headquarters
- Monitor and provide input into activities related to membership, publications, communication, subdivisions, critical issues, legislation, and fiscal management

Qualifications for Executive Director:

Experience and record of excellence in the field of intellectual disability, autism spectrum disorders and other developmental disabilities

Experience at the subdivision and/or federation level of CEC

Previous DADD board experience (preferred, not mandatory)

Doctoral degree (preferred but not mandatory)

Professional recommendations

The Board will consider applications during the fall, 2012, and make a selection no later than January, 2013. During 2013 the executive director designee will participate in the DADD Board annual meeting at the San Antonio CEC, work with the current executive director during the year carrying out specific functions, and officially begin service as the Executive Director in January, 2014.

Interested parties should send a letter of application, curriculum vitae, and names of three references to Dr. Richard Gargiulo, Department of Curriculum and Instruction, University of Alabama at Birmingham, Birmingham, AL 35294 no later than October 1, 2012. Questions related to the position can be directed to Dr. Gargiulo at [gargiulo@uab.edu](mailto:gargiulo@uab.edu).