

COUNCIL FOR EXCEPTIONAL CHILDREN  
Leadership Development Committee

Preview Application  
(3-year terms beginning September 1, 2025)

Thank you for considering a position on the Leadership Development Committee (LDC) and for the time and thought that you will be putting into the application process. As a professional association of educators dedicated to advancing the success of children with exceptionalities, we seek committee members committed to our core values of visionary thinking, inclusiveness and integrity that reflects CEC's view of [diversity](#) and the constituencies that we serve.

The following information is intended to help you understand the work of the committee and facilitate completion of the online application. Please contact [Sharon Rodriguez](#), Director of Governance and Executive Services if you have any questions.

Sincerely,  
The Leadership Development Committee



About the LDC:

**Charge:** Identify, recruit, and develop a well-qualified and diverse pipeline of volunteers for leadership positions, responsive to the current and future needs of CEC.

**Duties include:**

- Provide oversight of any subcommittee(s) of the LDC.
- Support a Council-wide leadership development program(s).\*
  - \* The current program, [Leadership CEC](#), is supported by the Leadership Development Committee, a subcommittee of the LDC. Contact [Sharon Rodriguez](#) for more information.
- Actively promote diversity, equity, inclusion, and accessibility in all leadership development programs/opportunities developed by the LDC and/or any of its subcommittees, and in the application and slating processes for the Board of Directors (BoD) and LDC.
- Identify the critical competencies for leadership positions at each level within the organization and the supports to be developed and/or provided that will bring success to current, emerging, and aspiring leaders.
- Engage in broad outreach (e.g., marketing & communications campaigns, personal outreach, etc.) regarding application opportunities for the BoD and LDC.
- Review and revise the applications, interview questions, rubrics, and slating processes for the BoD and LDC, as necessary.
- Develop a slate of candidates for election to the BoD using input from the BoD on its needs relative to advancing its strategic plan and other initiatives.

**Composition:** 12 members, plus up to three external thought leaders. The Immediate Past President and Executive Director serve as ex officio, non-voting members of the LDC.

## Leadership Development Committee Chair Succession Model

<b>Year 1 Members</b>	Learn and contribute to committee discussions and initiatives
<b>Year 2 Members</b>	One or two members will serve as Vice-Chair(s) Lead an internal workgroup (e.g., Communications) Participate in agenda planning meetings with (co-)chair(s) and staff liaison
<b>Year 3 Members</b>	Committee Chair or 2 Co-Chairs Develop meeting agendas, committee reports, and any motions to the board, in conjunction with the staff liaison Run meetings, ensuring all members can express ideas, opinions Lead discussions and encourage participation by all members Serve as an ex-officio, non-voting member of any subcommittee(s)

**Terms:** 3 years (staggered); two consecutive terms maximum.

**Selection of LDC Members:** Appointed by the Board of Directors, based on a slate of candidates developed by the LDC.

**Eligibility/Requirements:** Candidates must:

- be an active member of CEC (other than thought leaders) with a minimum total of three years membership.
- not be a full- or part-time employee or contractor of CEC within the past three (3) years.
- not be a member of the Board of Directors at the beginning of the term of appointment.

All members (other than any thought leaders) should have CEC governance (unit/division board, CEC headquarters committee or workgroup) experience, though not absolutely required.

### LDC Knowledge, Skills and Abilities (KSAs) Aligned to CEC's Core Values:

**Visionary Thinker:** Desired KSAs: Keeps the big picture in mind (goal and future oriented) while paying attention to details; objective at all times about what is best for the organization as a whole, rather than what is best for a particular constituency.

**Integrity:** Desired KSAs: Makes independent, informed decisions by relying on data rather than opinions, and takes action when needed; thinks critically, asks questions, and challenges opinions in delicate conversations.

**Inclusive:** Desired KSAs: Interacts in group settings, contributes to and values the contributions of all; strives to understand issues from different perspectives and be culturally responsive;

### Information Regarding Committee Service:

Please carefully review the following information about serving on the LDC to assess your ability to devote the time and commitment that serving on the committee requires.

### Committee Meetings:

- There is a one-hour virtual meeting every month.
- Committee members are expected to be well-prepared for and participate in all meetings and online discussions.
- Additional online discussion and breakout groups work throughout the year.
- An in-person weekend retreat (late summer timeframe) may be held if funding is approved. If not, there is an approximately 1.5-day virtual annual retreat, historically including one half day on a Saturday.

**Time Commitment:** Roughly 10 hours per month during a slower month and 15 or more during a busier month (e.g., when conducting LDC/BoD applicant interviews).

### Expenses:

- Reimbursable expenses to attend the summer in-person meeting, **if held**, include transportation, parking/tolls, lodging, mileage, and meals.
- Teachers are reimbursed for substitute teachers, if needed, to attend the Annual Retreat.
- Financial support for attending the convention is not available.

### Instructions:

This preview is intended to help you complete the [official, online application](#)\* by allowing you to prepare your responses in advance, then copy and paste them into the online application. Please email [Sharon Rodriguez](#) with questions about completing the application.

Link: <https://councilforexceptionalchildren.submittable.com/submit/312172/leadership-development-committee-application-for-2025-terms>

**Because communications regarding your application will be generated via Submittable, the online application management system, please be sure to safelist emails from Submittable. [Instructions are available here.](#)**

**Accessibility:** Applicants requiring accessible materials may complete and submit this Word document to [Sharon Rodriguez](#), along with the other required elements of the application, or have any questions.

### Application Tips

The LDC is relying on your words and examples to understand your abilities, attributes, and experiences/achievements/accomplishments, so describing detailed behaviors and giving specific examples will help paint a better picture.

- Incorporate how you can support the committee by directly linking your experiences to the work of the LDC.
- When you have completed your responses, re-read the questions and your answers to make sure your response addresses all parts of the question.
- Have someone else read your responses to make sure the answers cover all components of the questions.

### The Process:

Potential applicants are strongly encouraged to email [srodriguez@exceptionalchildren.org](mailto:srodriguez@exceptionalchildren.org) to indicate their intent to apply.

## Eligibility

Interested applicants complete an Eligibility Form (see criteria above) in order to advance to Phase 1.

### Phase 1

Applicants provide some basic personal information, answer a few yes/no questions, respond to two questions, and provide (optional) demographic information. Each applicant will be reviewed by five LDC members (to ensure no tie) to determine if the applicant should advance to Phase 2.

**Scheduled Phase 1 Deadline: Monday, February 3, 2025**

**Review Deadline: Tuesday, February 11, 2025**

### Phase 2

Advancing applicants will respond to two questions and upload a resume/bio (details below). Each applicant will be reviewed and scored by five LDC members (for inter-rater reliability).

**Scheduled Phase 2 Deadline: Tuesday, February 25, 2025**

**Review Deadline: March 6, 2025**

**1<sup>st</sup> Round Slating for Advancing to Phase 3: March 10, 2025**

### Phase 3

Advancing applicants will complete a live “interview,” which will be recorded for LDC members unable to attend in person. Questions will be provided 24 hours in advance. Each applicant's interview is scored by the full LDC based on a rubric.

**Interviews Timeframe: March 24 – April 3, 2024 (Monday-Thursday only)**

Following the interviews, the LDC will conduct its final slating. Committee members will be provided with a blind compilation of application and interview scores.

**Final Slating Date: April 14, 2024**

All candidates are scheduled to be notified of the status of their application by the middle of May 2024, following voting on the final slate by the Board of Directors.

**Leadership Development Committee  
Preview Application**

## Eligibility Form

### Name

Candidates must:

- be an member of CEC in good standing (other than thought leaders) with a minimum total of three years membership.
- not be a full- or part-time employee or contractor of CEC within the past three (3) years.
- not be a member of the Board of Directors at the beginning of the term of appointment.

All members, other than thought leaders, should have CEC governance (unit/division/CEC international) experience, though not absolutely required.

**I meet the eligibility criteria.** Yes/No

### **Phase 1**

#### **Candidate Information**

Full name

Any other name or nickname you prefer to be called, if applicable

Preferred Email

Cell Phone #

City, state/province, or country

**I have read the preview application.** Yes/No

#### **Education**

List highest degree **abbreviation**, major, granting institution and year received.

#### **Professional Role**

Administrator

Consultant

College/University Student

Early Interventionist

Family Member

Higher Education Faculty - Teacher Preparation

Higher Education Faculty - Other

Paraeducator

Related Services Provider

Teacher

Retired

Other - with an opportunity to specify

#### **CEC Membership**

Membership number

Number years you have been a CEC member

And division membership(s)?

Any state/provincial subdivision membership(s)?

Any chapter (e.g., county, regional) membership(s)?

#### **Candidate Questions**

Why are you interested in serving on the LDC? (150-word limit.)

Given the charge of the LDC, what is the most important attribute you would bring to the committee and why would it be valuable? (150-word limit.)

## **Diversity and Demographic Information**

One of CEC's core values is Inclusiveness. We demonstrate this by a commitment to diversity, caring, and respect for the dignity and worth of all individuals. The CEC Board of Directors is committed to this core value so, while your responses to the following questions are optional, they will help CEC in its ongoing efforts to ensure diversity within its volunteer leadership. Responses to the following questions will not be scored by the LDC in its slating.

### **Age Range (Birth Year)**

1940s or earlier  
1950s  
1960s  
1970s  
1980s  
1990s  
2000s

### **Ethnicity (indicate all that apply)**

American Indian, Alaska Native or First Nations  
Asian or Asian American  
Black or African American  
I'd rather not say  
LatinX, Hispanic, ChicanX, or Puerto Rican  
Middle Eastern or North African  
Multi-Racial  
Native Hawaiian or Pacific Islander  
White or European American  
Other

### **Country of Origin**

### **Native Language**

### **Exceptionality/Disability**

### **Gender / Gender Identity**

Cisgender Male  
Cisgender Female  
Transgender Male  
Transgender Female  
Gender Queer / Gender Fluid / Gender Non- Conforming  
Other

### **Sexual Orientation**

Heterosexual  
Gay/Lesbian  
Bisexual  
Prefer not to say  
Other

### **Optional Response:**

**CEC views diversity to include race, ethnicity, culture, language, age, (dis)abilities, family status/composition, gender identity and expression, sexual orientation, socioeconomic status, religious and spiritual values, geographic location, and country of origin.**

**There is such a great range of individual backgrounds and experiences that cannot be easily conveyed by answering simple demographic questions.**

Given CEC's view of diversity, tell us what facets of your identity and/or experiences provide a context for the perspectives that influence your work and interactions with others. (150-word limit.)

**How did you hear about the opportunity to apply for the LDC?**

*Special Education Today*

CEC social media

CEC website

CEC Community posting

Leadership Development Committee member

Another CEC member

Unit/Division communication/website

## **Phase 2**

### **NOTE 1:**

The LDC recognizes that some individuals' professional positions prevent them from extensive volunteer activities. Applications will be reviewed with the individuals' time in the field and related OR relevant experiences in mind. Applicants will be evaluated based on growth potential, filling identified need(s) of the committee, and the capability to enhance and advance the work of the LDC.

### **NOTE 2:**

CEC views leadership through a broad lens that is evident in multiple settings. Leadership can be demonstrated by providing resources, being an instructional or curriculum specialist, being a mentor or data coach, among many other tasks. Thus, we define leadership as the ability to guide and inspire individuals or groups towards a common goal, leveraging one's vision, influence, and communication skills. Leadership requires decision making, providing direction, and fostering an environment of trust and collaboration that drives positive change to achieve collective objectives.

**Q1: Respond to EITHER A or B below.**

A. Describe how you have supported/developed others (taught, trained, guided, mentored, provided professional development) based on your role within your organization/workplace. (This includes with student/practicum/first-year teachers/paraeducators). (200-word limit)

B. Think of a leader you found motivational. What qualities did they have that you found the most beneficial and how has that impacted you and/or your practice? (200-word limit)

### **Q2:**

In addition to the experience(s) described above, describe (a) major achievement(s) and/or experience(s) that will help you be successful on the LDC and how/why. (150-word limit.)

**Personality Profile (required but not scored)**

Please select the one group that you feel best reflects your typical everyday behavior.

- People who have both **Outgoing** and **Task-oriented** traits often exhibit **DOMINANT** and **DIRECT** behaviors. They usually focus on results, problem-solving, and the bottom-line.
- People who have both **Outgoing** and **People-oriented** traits often exhibit **INSPIRING** and **INTERACTIVE** behaviors. They usually focus on interacting with people, having fun, and/or creating excitement.
- People who have both **Reserved** and **People-oriented** traits often exhibit **SUPPORTIVE** and **STEADY** behaviors. They usually focus preserving relationships and on creating or maintaining peace and harmony.
- People who have both **Reserved** and **Task-oriented** traits often exhibit **CAUTIOUS** and **CAREFUL** behaviors. They usually focus on facts, rules, and accuracy.

### **Resume OR “Bio”**

Upload your resume OR a brief bio highlighting your experiences, so the committee can get to know you better. 12-point font minimum, no less than single spaced. Reviewers look at the quality and relevance of the information/experiences, not the quantity.

- Resume not to exceed three pages. **PDF REQUIRED**
- Bio not to exceed two pages. **PDF REQUIRED.**

Key bio elements include: Education, Experience (Job History/Brief Job Descriptions), Skills/Certifications/Special Training, Community Service/Leadership. Your upload could also include what led you to a career in education, what your teaching philosophy is, etc.

[Download a template here.](#)

**NOTE: This item will not be scored but will be used to inform committee deliberations on applicants to be slated for appointment.**

### **Optional Response:**

What else about yourself or your experiences would you like the LDC to know? (150-words limit.)