



## Region One ESC Executive Director Application Requirements

*Executive Director Search 2022*

All interested applicants must submit the following items in order to be considered for the Region One ESC Executive Director vacancy:

1. **Letter of intent** - must be submitted as an **attachment** to the online application. The letter of intent should outline professional experiences that qualify applicant for the Executive Director position.

Letter of intent should be addressed to:

**Region One ESC  
Executive Director Application  
Attn: Sonia Falcon, Board Chairperson  
c/o Office of Human Resources  
1900 W. Schunior  
Edinburg, Texas 78541**

2. Region One ESC online application (ONE\*APP)
3. **Resumé** - must be submitted as an **attachment** to the online application.
4. **A portfolio** ( must be submitted as an **attachment** to the online application) to include:
  - a. Professional mission statement
    - i. Educational philosophy
    - ii. Leadership style
    - iii. Professional goals
    - iv. Vision for Region One ESC
  - b. Summary of significant professional development attended
  - c. Sample(s) of presentations conducted
  - d. Highlight of professional accomplishments
  - e. Listing of awards and recognitions
  - f. List of memberships in professional organizations
  - g. Special skills and talents
5. **Three professional letters of recommendation** - must be submitted as an **attachment** to the online application.
6. **Copies of transcripts** (unofficial)- must be submitted as an **attachment** to the online application. *Official transcript(s) will be required prior to commencement of employment.*
7. Finalist(s) will be required to submit a copy of recent (last 30 days) comprehensive credit report from one of the three major credit bureaus

**\*Application and supporting documents must be received by October 17, 2021**

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