



An Outstanding Leadership Opportunity

EXECUTIVE DIRECTOR TO THE BOARD OF DIRECTORS

Washington State ASCD invites the next Executive Director (ED) to lead our small and focused organization. The ED provides strategic direction, board support to the working board, and organizational operations. We are seeking a visionary, passionate, whole -child leader with education background and funding/budget experience. This position is part -time and available to the most qualified candidate starting April 1, 2022. The board is responsible for hiring this position and can negotiate the start date to allow for the available schedule of the selected candidate.

WSASCD EXECUTIVE DIRECTOR APPLICATION FORM [\[https://forms.gle/yjFxr6KuuDowrCU6\]](https://forms.gle/yjFxr6KuuDowrCU6)

Within the application form you will attach (1) A letter of intent describing qualifications as they relate to the requirements outlined in this brochure, (2) Resume or vitae of experience and other relevant achievements (3) Provide three contacts for reference

JOB DESCRIPTION

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| <p>PRIMARY FUNCTIONS:</p> <p>Provides administrative services and leadership assistance to the WSASCD President and Executive Board in accordance with the WSASCD constitution, by-laws, and adopted policies and practices of the Executive Board</p> <p>The Executive Director position is <i>flexible part-time -approximately 20 hours a week</i>, Independent Contractor with Washington School Administrators' Association - <i>work from home office</i> with some in - person events, services, and meeting as scheduled.</p> <p>REPORTS TO : WSASCD President</p> <p>Conditions of Employment: One year contract is renewable following the annual evaluation by the President</p> | <p>SALARY AND CONTRACT</p> <p>The salary for this part-time position will range from \$20,000 to \$25,000 based on experience and qualifications</p> <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Demonstrated educational leadership • Familiar with ASCD or WSASCD • Experience working with professional educational organizations • Effective use of technology to support leadership, interpersonal, and communication skills • Experience navigating relationships with entities such as corporate sponsors and school districts • This position is work from home office with some in - person events, services, and meeting as scheduled. • Ability to travel to national and statewide meetings • Resident of Washington State |
| <p>RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR PLANNING + LEADERSHIP</p> <ul style="list-style-type: none"> • Facilitates the implementation of the Strategic Plan of the WSASCD board through the WSASCD executive committee. • Partners with the Executive Committee to coordinates annual planning for the Board of Directors and membership | <p>LIAISON to ASCD INTERNATIONAL</p> <ul style="list-style-type: none"> • Serves as the contact person between WSASCD and ASCD • Represents WSASCD at all ASCD and ASCD affiliate functions as directed by the Board • Attends ASCD Annual Conference, regional and leadership conferences • Prepares and submits annual ASCD affiliate Data Profile and other required reports |

- Provides guidance and assistance to WSASCD Committees

LIAISON to BOARD of DIRECTORS

- Coordinates and schedules development of Board of Director meeting agendas with the President
- Distributes board agenda, minutes to board members one week prior to scheduled meetings of the board
- Attends all meetings of the Board of Directors
- Attends all meetings of the Board of Directors
- Keeps the board informed between meetings of important WSASCD business via email
- Maintains and disseminates to the Board an updated Board of Director directory

CONFERENCES + PROFESSIONAL DEVELOPMENT PROGRAMS

- Works with WASA staff to manage registration process and the payment of bills for all sponsored conference and professional development programs
- Manages and maintains clock hour applications, requests, and records in accordance to OSPI
- Creates marketing materials for conference and professional development activities
- Prepares/coordinates contracts with presenters for professional development activities
- Arranges for facilities and materials for professional development activities
- Arrange flight/hotel for ASCD conferences (Annual Conference + Leadership Conference (as budget allows) (self + president) MEMBERSHIP
- Works with WASA to maintain the membership database + reports
- Implements Board approved strategies for recruiting and retaining members
- Serves as WSASCD 's contact person for the ASCD Joint Dues Program

LIAISON to OTHER ORGANIZATIONS

- Collaborates with regional, state and local educational and professional organizations in the pursuit of activities that support the WSASCD mission and goals
- Represents approved WSASCD policy issues or positions to other organizations
- Adheres to WSASCD Board approved policies on endorsements and co -sponsorships

COMMUNICATION

- Writes and coordinates all WSASCD press releases for Awards program
- Writes the Executive Director message for each issue of the e -Journal "Curriculum in Context "
- Creates the WSASCD e-briefs and quarterly newsletter "e -Report" and coordinates with WASA to publish and distribute
- Maintains web content and web services
- Communications with the President on a regular basis and with the Executive Board as appropriate between meetings of the board

GENERAL OFFICE MANAGEMENT

- Receives and responds to WSASCD correspondence
- Maintains WSASCD correspondence and financial files and history
- Works with WASA accountant to issue invoices, manage billing procedures and ensure that records of revenues and expenditures are maintained
- Works with WASA accountant regarding insurance, collection of revenues, approval of payment of bills, income tax report, and issuance of 1099 forms to those contracted by WSASCD
- Supervises operations of WASA staff involved in WSASCD membership, registration, accounting processes, publications (e -Briefs, e - Reports, communication) and clock hours

QUESTIONS ABOUT THIS POSITION?

Please contact the current Executive Coordinator, Carrie Lam (carrielamascd@gmail.com) or WSASCD Past-President, Dr. Hannah Gbenro (HannahGbenro@gmail.com)