

ARIZONA SCHOOL ADMINISTRATORS

EXECUTIVE DIRECTOR

Job Description and Criteria

Position Summary:

[Click here to read Leadership Profile Report](#)

The Arizona School Administrators Association (ASA) is seeking a capable and experienced administrator to serve as its new Executive Director. The Executive Director provides guidance and direction for the ASA by promoting exemplary educational leadership and advocacy while proving an accessible, highly capable administrator and fiscally prudent manager. The Executive Director contributes to the growth of the ASA by promoting a positive professional image and by carrying out the responsibilities of the role as directed by the Board and in accordance with the ASA's Constitution, By-laws, policies and procedures.

Essential Functions:

➤ Organizational Communication:

- Works with the membership and the Board to identify priorities of the organization.
- Provides leadership in developing programs, organizational and financial plans with the Board and staff, and carrying out such plans and policies authorized by the Board.
- Uses effective communication tools, including technology, to promote active and broad participation by members, districts, and volunteers in all areas of the organization's work.
- Systematically keeps the Board thoroughly informed on issues regarding the condition of the organization as well as the needs and operation of the Association.
- Provides the Board with opportunities to engage proactively in collaborative work processes.
- Proactively works with Board leadership to plan agendas, ensure highly efficient meetings and effective treatment of critical issues.

➤ Networking and Professional Development:

- Plans and implements professional development opportunities.
- Promotes membership through quality program development.
- Establishes sound working relationships and cooperative arrangements with community groups, coalitions, and professional organizations.
- Facilitates participation and networking opportunities for state members at meetings and conventions by structuring activities to encourage interaction and dialog.

➤ Policy and Advocacy:

- Ensures that ASA provides statewide leadership regarding education and governance.
- Directs and facilitates ASA's lobbying efforts.
- Demonstrates a working knowledge of significant developments and trends in education and governance.

➤ Public Relations:

- Publicizes the activities of the organization, including its programs and goals.
- Develops ideas for ASA print and technological publications, including the solicitation of advertising.
- Represents the programs and points of view of the organization to agencies, other organizations, coalitions and the general public.
- Promotes quality ASA programs by continuously speaking with administrators throughout the state.
- Works toward building the perception of the ASA with other state organizations by attending receptions and executive meetings, organizing like events, and obtaining sponsors.

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➤ Management and Finance:

- Assures that the organization has a long-range strategy to achieve its mission, while at the same time ensuring that consistent and timely progress be made toward reaching such goal.
- Maintains official records and documents.
- Ensures compliance with federal, state and local regulations.
- Recruits, employs, evaluates and releases all personnel, both paid staff and unpaid volunteers.
- Assures that the organization operates with its budget guidelines.
- Develops and maintains sound fiscal processes, including accounts receivable and payable, payroll, conference profit and loss statements and an annual audit.
- Ensures that job descriptions are developed, that regular performance evaluations are held and that sound human resource practices are in place.
- In cooperation with committees and staff, organizes and supports conference activity by focusing on the following major responsibilities:
 - Developing conference themes and programs.
 - Contracting with hotel providers, sponsors, and exhibitors.
 - Determining presenters for workshops, conferences and conventions.
 - Promoting block housing, and arranging flights and hotel reservations.
 - Marketing all conference activities.
- Ensures that adequate funds are available to permit the organization to carry out its work.
- Works with the Board and general staff in preparing an annual budget.

Required Skills:

- Excellent verbal and written communication skills.
- Ability to delegate effectively while maintaining an overall familiarity with the daily operations of the organization.
- Strong interpersonal skills that will inspire confidence, respect and trust on the part of the Board, staff and ASA membership at large.
- Successful fiscal and organizational abilities.
- Solid understanding of overall structure – how the state association interfaces and works effectively with national organizations.
- Open and collaborative leader who fosters teamwork.
- Ability to work effectively with individuals of diverse backgrounds and varying experience levels.
- Firm knowledge of related state and federal regulations, including a demonstrated history of successfully overseeing compliance and regulatory processes.
- Skilled communicator, director and motivator, with demonstrated experience creating and maintaining a work environment focused on employee and volunteer satisfaction.
- Ability to integrate technology in order to advance the mission of the organization.
- Creates and maintains a working environment that attracts and motivates a diverse staff of top-quality individuals.
- Models and demands an effective work ethic.
- Recognizes, respects, and utilizes individual talents of the staff and the organization's members.

Minimum Qualifications:

- Demonstrated organization leadership experience that is directly related to the requirements of this position.
- Ability and willingness to travel; frequent in-state and out-of-state travel, as well as occasional international travel will be required.
- Master's Degree from an accredited educational institution.