

FOR OFFICE USE ONLY

Reviewed: TB:HR \_\_\_\_\_

# IASB JOB DESCRIPTION

Current as of July 20, 2022

## Job Description for Director, Field Services

### Organization

Founded in 1913. The Vision of the Illinois Association of School Boards is excellence in local school governance supporting quality public education.

**Job Title and Classification:** Director, full-time, E2

### Position Information

Department: Field Services  
Reports to: Associate Executive Director, Field & Equity Services  
Office Location: Springfield IL or Lombard IL

### Departmental Mission

The Mission of the IASB Member Services/Field Services staff is to promote and support effective school board governance by providing an essential link between the Association and its members.

### Position Summary

In-office and field position responsible for the development, administration, and implementation of the IASB division program in assigned divisions; development and delivery of school board governance training to member school boards; and partnering relationships with other educational organizations

### FUNCTIONS OF THE JOB (essential functions in bold)

1. **Work with IASB division leadership in assigned divisions to implement the division bylaws and to plan and deliver programming for division dinner meetings and other events**
2. **Develop content and materials and provide board development and facilitation to school board and superintendent governance teams**
3. **Provide workshops to school board members and superintendents at the local, regional, and state-wide level**
4. **Consult with school board members and superintendents on effective school board governance**
5. Serve as a liaison between IASB and other education related organizations, as assigned
6. Perform Key Staff Responsibilities for assigned services (See Field Services and Key Staff document)
7. Create and maintain current, organized, and accurate written procedures and electronic and paper files relating to Key Staff and other work

- 8. Supervise and evaluate assigned support staff**
9. Participate in the continuous improvement of existing and the development of new field services, tools and resources; participate on cross-department teams for continuous improvement and alignment of work throughout the association
- 10. Attend the Joint Annual Conference and perform duties as assigned**
- 11. Develop content and materials and present on school board governance at the Joint Annual Conference, division meetings, and other appropriate opportunities throughout Illinois**
12. Present on school board governance nationally at the NSBA annual conference and Trainers' Conference and other state school board association conferences and workshops as necessary
13. Ensure all phone calls, emails, and other communications are handled in an efficient and courteous manner. Act as a customer resource regarding IASB's programs, products, structure, and operation in order to direct inquiries to the appropriate person
- 14. Exercise discretion and independent judgment with respect to essential functions of the job within the guidelines provided**
15. Contribute to team effort and department mission/vision/goals
16. Maintain up-to-date Microsoft Office Professional Suite and other necessary software skills; seek and participate in appropriate technology and other professional development, as needed
17. Attend meetings that may require overnight travel
18. Maintain accurate calendars
- 19. Practice reliable and consistent attendance and punctuality**
20. Perform other duties as may be assigned

## **EDUCATION and/or EXPERIENCE REQUIREMENTS**

College degree required. School board member, education and/or professional training or facilitation experience a plus. Experience in planning, coordinating, delivering and evaluating initiatives related to diversity, equity, and inclusion is highly desirable.

## **REQUIRED COMPETENCIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interpersonal skills necessary to work with members and other staff effectively in a team environment
2. Ability to work with diverse groups
3. Ability to self-start and work without close supervision
4. Strong communication skills, verbal and written
5. Public speaking skills
6. Ability to plan and conduct programs, workshops and meetings

7. Ability to manage multiple task and deadlines
8. Ability to work days, evenings and weekends
9. Ability to travel throughout Illinois and provide own transportation
10. Maintain up-to-date Microsoft Office Professional Suite and other necessary software skills; seek and participate in appropriate technology and other professional development, as needed
12. Excellent grammar and communication skills - verbal and written
13. Public relations skills

### **SPECIAL CONDITIONS OF EMPLOYMENT**

The employee must have a valid Illinois drivers' license. Mileage and reasonable travel reimbursement is provided.

### **Physical Demands**

This position requires the employee to be able to be able to lift, move and safely handle boxes and materials up to 25 pounds; and to hear and speak as necessary to perform the functions of the job.

### **Conduct Standards**

The highest of moral and ethical standards is demanded in accordance with the IASB Staff Standards and Staff Core Values. Employee conduct standards and other aspects of employment are addressed in the IASB Employment Handbook.

### **DISCLAIMER**

This job description may be changed at any time and is not a contract with the individual employee(s). IASB retains its right to change this job description and assign or reassign duties and responsibilities to this job at any time.