

IASB JOB DESCRIPTION

Current as of July 20, 2022

FOR OFFICE USE ONLY

Reviewed: ____TB____
 ____HR____

Job Description for Director, Governmental Relations

Organization

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

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

Position Information

Department: Governmental Relations
 Reports to: Associate Executive Director, Governmental Relations
 Office Location: Lombard, IL or Springfield, IL

Position Summary

The Director coordinates the Association's federal advocacy program, including directing Illinois' participation in the Federal Relations Network; fosters improved relationships with members of Congress, members of the Illinois General Assembly, and school board members and administrators in the suburban Chicago area; acts as the liaison to the Illinois State Board of Education; assists in providing support to the IASB Resolutions Committee; communicates Association member positions and concerns to the legislature, Congress, State and federal regulatory agencies; encourages and facilitates school board involvement in all aspects of the legislative process; provides information necessary to give full understanding of proposed legislation and its impact on local school boards to Association membership; and provides staff support for Association programs and activities as directed.

Essential Functions

Legislative Responsibilities

- Directs the Association's federal advocacy initiatives, including monitoring federal legislation, coordinating the Federal Relations Network, actively participating in the Conference of State Association Legislative Staff, and writing and editing federal legislative reports
- Works with the Illinois State Board of Education by attending board meetings, participating in committees as directed by the Executive Director and/or Deputy Executive Director
- Creates and maintains relationships with Congressional members, State legislators, and school boards/administrators in the suburban Chicago area
- Advocates for local school board positions before the Illinois General Assembly, the United States Congress, the Illinois State Board of

- Education, Office of the Governor, and other state and federal policy-making entities as needed
- Assists in the development of the Association's legislative priorities and lobbying strategies for each legislative session
 - As needed, attends sessions of the Illinois General Assembly when the legislature is in session and develops working relationships with members of the General Assembly and legislative staff
 - Assists with the research, development, and drafting of legislation, position papers, and legislative publications
 - Attends meetings of legislative committees, commissions and task forces
 - Monitors legislation, rules, and regulations
 - Testifies before legislative committees
 - Assists with writing and editing of detailed analyses of legislation
 - Assists with writing and editing legislative reports, end of session reports, and other Association legislative publications
 - Performs other duties as assigned

Membership Service

- Responds directly and promptly to school board member requests for legislative information
- Provides service directly to local school boards as necessary
- Provides staff support to the Resolutions Committee and Delegate Assembly
- Researches issues regarding resolutions submitted by Association members
- Makes presentations at Association division meetings, member school districts, groups of school leaders in a legislative district, or other organizations upon request
- Attends annual conference of the Association, including coordinating panel presentations, providing service at the legislative booth, and serving at the Delegate Assembly
- Writes and edits for Association publications regarding resolutions, position statements, school calendars, and others as necessary
- Participates in appropriate professional development offerings as needed
- Attends frequent meetings outside the office that may require overnight travel
- Practices reliable and consistent attendance and punctuality
- Performs other duties that may be assigned

Education and/or Experience Requirements

Graduate or undergraduate degree in Political Science, Communications, or related field; broad understanding of the legislative process in Illinois and legislative processes in the United States Congress, previous experience working as a lobbyist, legislative staff person, or other position related to legislative or political involvement. Knowledge of the public education system in Illinois is desirable.

Required Competencies

- Superior skills in writing and public speaking
- Ability to comfortably deliver oral presentations before large audiences
- Excellent interpersonal skills
- Excellent problem solving skills and organizational skills
- High degree of self-motivation and skill with time management
- Proficiency in the use of the Legislative Information Service and Illinois General Assembly website
- Proficiency in word processing and basic knowledge of data bases, charts, and graphs, and PowerPoint

Special Conditions of Employment

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

Physical Demands

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

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.