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<u> HR </u>

IASB JOB DESCRIPTION

Current as of July 14, 2022

Job Description for Associate Executive Director, Board Development:

Dean Langdon

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: Associate Executive Director, Full-time, E3

Position Information

Department: Board Development
 Reports to: Executive Director
 Office Location: Springfield or Lombard

Position Summary

The Associate Executive Director for Board Development will guide the strategy for and implementation of training programs in consultation and collaboration with other key departments within the Association. The Associate Executive Director will provide strategic planning, budgeting, and overall supervision for Board Development staff and activities.

FUNCTIONS OF THE JOB

- **Plan and implement an ongoing, comprehensive school board member training program including mandatory training topics, Joint Annual Conference educational programming, and select special events and programs**
- **Develop new and update existing educational content and mandatory training educational programs and materials**
- **Develop programming for, and ensure the function of, the Online Learning Center**
- **Oversee the training IASB staff to deliver new/updated programs and materials**
- **Plan, implement, and deliver a regular calendar of webinars to members**
- **Plan, implement, and oversee the Association's board and member recognition programs**
- **Provide direct services to member districts (workshops and training) as needed**

- **Develop and deliver presentations at regional workshops, division meetings, and the Joint Annual Conference**
- Participate in the Joint Annual Conference annually, and perform duties as assigned
- **Present to the Executive Director, and administer the approved operating budgets for Board Development**
- **In conjunction with Human Resources , recruit and hire staff members as necessary**
- **Oversee training, and orientation of all Board Development staff**
- **Supervise and evaluate Board Development staff**
- Work with staff to develop departmental goals in alignment with Association Strategic Priorities; establish performance objectives and targets; monitor progress toward goals, and attainment of objectives
- Insure appropriate record-keeping of services for budget accountability.
- **Maintain responsibility for liaison with ISBE regarding mandatory training program content and reporting requirements**
- Serve on the Executive Director's administrative team
- Develop/coordinate/implement cross-departmental program and service development, communication
- Participate in appropriate professional development offerings as needed
- Attend frequent meetings outside the office that may require overnight travel
- Practice reliable and consistent attendance and punctuality
- Perform other duties that may be assigned

EDUCATION and/or EXPERIENCE REQUIREMENTS

1. A minimum of a bachelor's degree from an accredited college or university is required.
2. History of previous working experience in the field of public education.
3. Solid knowledge of the role of the board of education and public education issues.
4. Work history demonstrating increasing and successful responsibility for management and oversight of staff, departmental budgets, and cross-departmental collaboration.
5. Specialized education and/or certification for training delivery and development for adult learners preferred.

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. Strong organizational, creative and problem-solving skills.
2. Ability to effectively provide leadership to staff and to collaborate effectively with peers.
3. Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth.
4. Experience having worked with a high-performance, collaborative, constructive peer group.
5. Strength in managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance.
6. Ability to communicate effectively in spoken and written forms including a good command of written and spoken English grammar and conventions.
7. Ability to deal effectively with a wide variety of members, customers, and fellow staff.
8. Personal qualities of integrity, credibility, and a commitment to and passion for the IASB's mission.

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.