

ALASKA ASSOCIATION OF SCHOOL BOARDS
JOB DESCRIPTION

TITLE: Board Support and Training Coordinator

REPORTS TO: Director of Membership Services

SUPERVISES: no one

SUMMARY/PRIMARY PURPOSE OF JOB: Provide direct support and governance training to school boards, advisory school boards, and charter school APC's with an emphasis on schools identified as "in need of comprehensive support" by Department of Education and Early Development (DEED). This position is a member of the board development team and reports to the Director of Membership Services.

Essential Duties:

- Work with Director and team to determine the strategic direction of board development programs and implement that direction through board development and executive/superintendent search programs.
- Design and facilitation of in-district, board development workshops/retreats.

- Work with DEED on the School Improvement; attend sessions put on by the DEED team and the State System of Support (SSOS).
- Provide direct service to Districts with School Improvement focus.
- Develop and market on-line, interactive training modules for all members.
- Ensure high caliber training for our membership.
- Curriculum development and instruction for all member webinars.
- Assist and support the superintendent search process.
- Assist districts with Superintendent performance evaluations, including facilitation.
- Charter school governance training, including the annual charter school academy.
- Maintenance Employee Conference planning and implementation.
- Oversight of the Carl Rose Boardsmanship awards program.
- Oversight of the June Nelson Memorial Scholarship program.
- Program development and coordination of various AASB events as needed.
- Assist Director with recruitment, oversight, and training of consultants.
- Work with support staff on material preparation and appropriate billing.
- Assist the Board Development team in the preparation of budgets and related reports.
- Attend AASB events (conferences, workshops, academies, etc.).
- Facilitation of conference sessions and outside presentations as needed.
- Develop and sustain a level of professionalism among staff, AASB members, school district personnel, and partnering agencies.

Qualifications & Skills

- Minimum of 5 years of experience in the relevant field. Four-year degree in related field required, Masters preferred.
- Expert facilitation skills and experience.
- Thorough understanding of school board governance
- Familiarity with education issues and non-profit work.
- Alaska experience and familiarity with AASB and Alaska Native cultures preferred.
- Microsoft Office skills including Excel, Word, and PowerPoint, with an ability to become familiar with firm-specific programs and software.
- Strong organizational, project management and problem-solving skills
- Friendly and professional demeanor
- Exceptional interpersonal skills including written and spoken communications
- A collaborative, team-minded, self-disciplined individual able to work well independently

Working Conditions: This job is located in Juneau, Alaska. When not traveling, work will be conducted at the AASB office. However, some work will occur in school or hotel environments, and some work may be performed remotely via technology. Frequent evening, weekend, and overnight travel are required.

Physical Demands: Some lifting required (up to 40 lbs.). Extensive hours on a computer keyboard are necessary. Prolonged periods of standing, walking, and travel on airplanes is to be expected.

Salary/Benefits: This is a full-time salaried position based in Juneau, Alaska. Regular workdays are Monday through Friday, 8:00 a.m. to 5:00 p.m.; significant weekend work is required. The yearly contract is based on 225 working days. A benefits package is included.

Position open until filled. First review September 5, 2019.