



## **ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION**

**Position Title:** CFL Deputy Director  
**Program:** Conditions for Learning (CFL)  
**Reports To:** CLF Director  
**Location:** Juneau (preferred), remote considered

**Revised Date:** 4/20/23  
**Minimum Salary:** \$85,000  
**PTO Tier:** 1  
**FLSA Status:** Exempt, Admin

**SUMMARY/PRIMARY PURPOSE OF JOB:** This position will work closely with the Conditions for Learning (CFL) Director and the CFL Manager to oversee and support our growing team at the Association of Alaska School Boards. This is a position with a high level of responsibility, helping to coordinate efforts across the CFL team, AASB, partners, and funders.

### **Duties and Responsibilities:**

- Work with CFL Director and other team members to establish key timelines and sequence project activities.
- Direct and integrate the activities of multiple, major projects, ensuring project efforts are generally cohesive, consistent, and effective in supporting the AASB's mission, goals, and long-range plan.
- Interpret operational needs, and develop integrated and creative solutions.
- Work with CFL Director and independently to pursue revenue sources to achieve the AASB Conditions for Learning objectives. This includes grant acquisition, stewardship with partners and funders, and expanding available impact evaluation.
- Work with the Finance Officer, grant management, and relevant program staff, to coordinate grant management and reporting for specific grant-funded projects.
- Develop, monitor and review contracts with funded partners and vendors.
- Work with the team to recruit for designated positions according to AASB hiring procedures.
- Supervise designated staff to fulfill the grant objectives or AASB LRP goals.
- Oversee and evaluate designated staff on a regular basis, with evaluations reported to the CFL Director.
- Build capacity of staff to supervise, manage grants, write grants, and carry out organizational goals.
- Ensure that on-going information about the opportunities and activities of CFL team are provided routinely to AASB members and partners.
- Work with the CFL Director to expand partnerships and services.
- Other duties as assigned.

### **POSITION QUALIFICATIONS**

- A systems thinker and a self-starter who is ready to roll up their sleeves and work collaboratively on educational equity, school improvement, and engagement.
- Demonstrated effective written, oral, and interpersonal communication skills.
- Ability to work independently and as part of a team serving in a range of leadership and support roles.
- Ability to communicate the organization or project vision to partners, staff, and key stakeholders.
- Ability to design and implement school improvement and community engagement programs.
- Ability to work on complex projects, and analyze complex problems,
- Experience with schools, cultures, and communities across Alaska.
- Experience managing teams to accomplish organizational objectives.
- Experience coaching staff to support their professional goals.
- Experience working with federal funders.
- Experience in fiscal and contract management.
- Experience with consensus building and decision-making.
- Successful record of accomplishment for leading, motivating, counseling, and training employees.
- Minimum of 5 years' experience supervising staff and consultants.
- A minimum of 5 years experience grant oversight and management.
- Graduate degree in education, management, or relevant field.

**Working Conditions:** Work to be conducted primarily in the Juneau office; however, much work will be done in school and hotel environments. Regular evening, weekend and overnight travel required.

**Physical Demands:** Some lifting required (up to 40 lbs.). Long hours on computer/keyboard. Prolonged periods of standing and/or walking.

**Salary/Benefits:** This is a full-time salaried position. Regular work days are Monday through Friday, 8:00 a.m. to 5:00 p.m; weekend work is required. A generous leave and benefit package is included.

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.