



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

Position Title: Policy and Superintendent Search Manager

Program: Board Development

Reports To: Director of Membership Services

Location: Juneau (preferred), remote considered

Supervises: Contractors when relationships are in place

Revised Date: 4/25/23

Minimum Salary: \$75,000

PTO Tier: 1

FLSA Status: Exempt, Admin

POSITION SUMMARY

As a member of the Board Development team, this position helps to support the implementation of AASB's Long Range Plan. This individual will serve as the primary employee responsible for school district policy related work, and superintendent searches. This position reports to the Director of Membership Services.

DUTIES AND RESPONSIBILITIES

Board/Governance/Policy Support

- Develop a process for recommended policies review and carry out the review.
- Coordinate with the advocacy team around new legal requirements to ensure policies are developed.
- Assist with researching, developing, and implementing Board Development and leadership programs, including written materials and training programs about school board leadership and other topics concerning student achievement.
- Communicate with district leadership around policy updates.
- Play a key role in all board leadership, policy, superintendent searches, and board development initiatives.
- Design and facilitate in-district board development workshops and retreats.
- Present conference sessions and outside presentations as needed.
- Provide assistance and support for all AASB programs, as needed.
- Oversee contracted employees who can assist with duties.
- With approval or direction of the executive director, work with legal firms when necessary.
- Work with the Board Development team and the Communications and Marketing Coordinator to develop promotion and marketing of AASB services.

Executive Search

- Function as the lead coordinator and primary contact for the execution of superintendent searches.

- Providing assistance to boards of education and district administrators on matters relating to the superintendency, i.e. search, selection, evaluation, etc.
- Ensure high caliber governance and executive search supports for boards of education.
- Creating and maintaining search-related technologies (Revelus) and materials including application management system and procedures, templates, contracts, agreements, contact information, surveys, etc. and be the point of contact for Revelus.
- Build on the “onboarding your new superintendent” work to enhance the program.
- Provide assistance to boards of education and district administrators on matters relating to the superintendency, i.e. search, selection, evaluation, etc.
- Attract applicants by networking, promoting job vacancies including posting vacancies to various job sites, notifying districts and marketing via association networks and social media.
- Work closely with contracted staff as it pertains to superintendent searches

Expectations

- Travel throughout Alaska delivering workshops, presentations, action plan facilitation, and technical assistance to board members and at times school staff.
- Initiative to develop and improve presentations and workshops, resource materials, and training manuals.
- Provide regular reports and evaluation of work to the Director of Membership Services.
- Maintain regular, effective communications and coordination about work with the Director of Membership Services.
- Coordinate and assist in other AASB projects as assigned by the Director of Membership Services and Associate Executive Director.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff, members, school district personnel and partnering agencies.

POSITION QUALIFICATIONS

- Advanced degree in a related field (Education, Adult Learning, Human Resources, Business, etc.), or at least 5 years of demonstrated applicable work experience or school governance experience.
- Demonstrated understanding of Alaska and Alaska’s education system.
- 3-5 years of executive level leadership experience with responsibilities of staff and budgetary oversight
- Exemplifies the highest moral, professional and ethical behavior
- Keen understanding of, and experience with public education and board governance
- Expert facilitation skills
- Demonstrated commitment to lifelong learning

Required Competencies/Abilities:

- Exceptional communication skills – written, spoken, and listening
- Excellent knowledge of technology, including google suite
- Ability to coach and inspire others for continuous improvement

- Entrepreneurial approach to member services
- Problem-solving mindset
- Data-informed decision-making
- Budget preparation and management
- Facilitation and group process
- Organized with an eye for detail and accuracy

Working Conditions: Work to be conducted primarily in the Juneau office with some remote work (i.e. work from home) anticipated. Often work will be done while in districts, conference, travel or hotel environments. Regular evening, weekend, and overnight travel is required.

Physical Demands: Some lifting required (up to 40 lbs.). Significant time will be spent using computers and keyboards. Prolonged periods of sitting or standing may occur. .

Salary/Benefits: This is an exempt, full-time salaried position. AASB's normal office hours are Monday through Friday 8:00 AM to 5:00 PM. This position will frequently require weekend work days that do not conform to the normal office hours of the organization. AASB offers a generous and highly competitive Paid Time Off (PTO) benefit. A competitive health insurance and retirement benefit package is also 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. Hiring is contingent upon completion of a successful background check.