



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

Position Title: Board Liaison Coordinator

Program: Conditions for Learning and Board Development

Reports To: Associate Executive Director

Location: Juneau, Alaska (preferred)

POSITION SUMMARY

The Board Liaison Coordinator (BLC) will support school boards and AASB's internal teams to expand supports for board members and school districts to achieve the mission of AASB. Specifically, the BLC will build strong relationships with school boards and school districts on behalf of AASB, offer high quality services to school board members and school district staff to improve governance and board services, offer services and coaching to school boards and districts to achieve grant partnership goals to improve conditions for learning, and serve as a liaison between AASB's internal teams.

DUTIES AND RESPONSIBILITIES

Build strong relationships with school boards and school districts.

- Through outreach to school district administration, staff and school boards develop relationships with AASB members across the state.
- Serve as an ambassador to support school boards, school advisory boards and academic policy committees (charter schools).
- Answer questions and provide support for school districts and school boards to help them follow their policies and protocols.
- Share progress and create discussions around AASB's initiatives and partnerships.
- Work to promote AASB organization services and contracts which include BoardBook, Policy Online, Board Development services, and Conditions For Learning services.
- Uphold a strict level of confidentiality, professionalism, and diplomacy when navigating interpersonal relationships, and complex situations.

Offer high quality services to school board members and school district staff to improve governance and board services.

- Develop, deliver, evaluate, and continuously improve training materials and opportunities, including in-district workshops, virtual trainings, and webinars.

- Follow the strategic direction around board development and executive/superintendent search programs.
- Present conference sessions and outside presentations as needed.
- Participate in the process for model policy review, amendment, or new composition.
- Assist with the boardmanship awards program.
- Assist Associate Executive Director with the Resolution Process each year.

Offer services and coaching to school boards and districts to achieve grant partnership goals.

- Provide assistance to boards of education and district administrators on matters relating to grants.
- Create structures and protocols to keep board initiatives and district partnerships progressing smoothly.
- Support boards and districts to achieve family engagement, youth engagement, culturally responsive school, trauma-engaged schools, and school improvement goals.
- Support relevant board workshops that connect to the conditions for learning or grant partnership goals.

Serve as a liaison between AASB's internal teams.

- Participate in meetings with the board development and conditions for learning teams
- Align work across teams
- Support AASB's teams to make quality improvements to service
- Contribute to strategic thinking/planning in the association
- Develop and sustain a level of professionalism among staff

POSITION QUALIFICATIONS

Education:

- Advanced degree in related fields (Education, Adult Learning, Human Resources, Business, etc.)
- Awareness and understanding of Alaska and Alaska's education system
- Demonstrated commitment to lifelong learning

Knowledge, Skills, and Abilities:

- Exemplifies the highest moral, professional and ethical behavior
- Keen understanding of and experience with public education, board governance, and school districts
- Exceptional communication skills – written, spoken and listening
- Ability to coach and inspire others for continuous improvement
- Entrepreneurial and promotional experience that can be applied to AASB's services
- Problem-solving and growth mindset

- Instructional design and delivery
- Curriculum development and alignment
- High level of comfort working with instructional technologies and data management systems
- Exceptional mediation skills and team building skills
- Expert facilitation and group work skills
- Excellent organizational and time management skills

Working Conditions: Work to be conducted primarily in the Juneau office; 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, exempt, salaried position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm; 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. Hiring is contingent upon completion of a successful background check. All employees are subject to the AASB policies and terms and conditions of employment.