



Announcement of Position Opening
Job Description, Qualifications and
Application Information

Board Support & Field Services Specialist

Closing date July 6, 2017

ASBA cultivates excellence in locally governed school districts.

Job Description: Board Support and Field Services Specialist

The Arizona School Boards Association seeks a Board Support and Field Training Specialist to contribute to ASBA's mission of cultivating excellence in locally governed school districts and the association's strategic goal of developing leaders who model highly-effective board service.

The specialist will work in a cross-functional environment with other members of ASBA's professional staff, and reports to the Associate Executive Director. Frequent in-state travel is required.

Duties and responsibilities include:

Field Services

- Assess the needs of locally-governed school district leadership teams for custom board trainings and other field services, including facilitation and strategic planning.
- Actively promote ASBA's current field services for boards/leadership teams and develop new opportunities.
- Develop customizable materials and standards for use by members of ASBA's board support and field services team.
- Deliver locally tailored, on-site, [individualized board training, facilitation and strategic planning](#) at the request of local governing boards/leadership teams to enhance their work and encourage continued learning and improvement.
- Promote and administer the online Board Self-Evaluation tool and manage the delivery of related services.
- Support, collaborate on and deliver as needed team transition trainings for boards completing the superintendent search/hire process through ASBA.

Board Support & Consultation

- Serve as the primary point of contact for local school district governing boards and leadership teams requesting information about or assistance with governance and leadership issues.
- Provide limited consultation as appropriate.
- Direct member boards to appropriate services and resources.

Content and Program Development

- Serve as content development and program implementation lead for ASBA's Board Operations and Leadership Training Seminar, Summer Leadership Institute and New Board Member Orientation.
- Serve as co-lead for planning and program implementation of ASBA New Board Member Orientation.
- Participate in content development and program implementation for other ASBA workshops, conferences and events.
- Contribute to the development and growth of ASBA's online governance and leadership [resources](#) and communications that support school boards/leadership teams in their work.

Other duties as assigned.



Qualifications

The minimum qualifications for this position are as follows:

- Bachelor's degree.
- A passion for public education.
- Three to five years of experience serving on or working with governing boards.
- Knowledge of governance best practices.
- Knowledge of effective techniques for facilitation and strategic planning.
- Knowledge of the laws, policies and systems that impact public education in Arizona.
- Ability to represent the Arizona School Boards Association and its members in a positive and professional manner.

The preferred candidate will possess the following skills and experience:

- Excellent verbal and written communication skills.
- A proven ability to build rapport and engagement with and among individuals with diverse viewpoints and interests.
- A record of effectively engaging large and small groups in formal and informal settings.
- Experience building consensus through facilitation and strategic planning.
- Demonstrated understanding of the principles of leadership and governance that lead to the effectiveness of locally governed school districts.
- Proven success working collaboratively with diverse communities, clients and/or constituents to achieve their short- and long-term goals.
- A professional history of working collaboratively with team members toward common goals.

In addition, the preferred candidate will have an interest in and appreciation of the diversity of our state, and demonstrate the highest levels of professional integrity.

Salary & Benefits

We offer a chance to grow professionally in the vibrant Phoenix metropolitan area and offer a competitive annual salary of \$50,000 - \$60,000 depending on experience, plus a comprehensive benefits package.

To Apply

Interested applicants should submit a letter of introduction with a current resume to Tracey Benson, Associate Executive Director, at tbenson@azsba.org Please include position title in the subject line.

Review of resumes will begin immediately and continue through July 6, 2017.

Three professional references will be requested of all candidates who interview for the position.



About the Arizona School Boards Association

The Arizona School Boards Association works toward the best schools in every community by cultivating excellence in locally governed school boards. We are a private, nonprofit, nonpartisan organization, the members of which are the governing boards of Arizona's public schools. ASBA provides training and information to governing board members, school administrators and other education leaders on leadership, governance and issues related to public education; represents its members' interests through leadership and advocacy on state and federal legislative, policy and legal issues; offers subscriptions to model policies and support with policy adoption and updates; and offers superintendent search services.

ASBA is an equal opportunity employer.

