



**Announcement of Position Opening**  
Job Description, Qualifications and  
Application Information

## **Policy Analyst**

*ASBA cultivates excellence in locally governed school districts.*

April 11, 2022

## **Position: Policy Analyst**

The Arizona School Boards Association seeks a Policy Analyst to contribute to ASBA's mission of cultivating excellence in locally governed school districts.

### **Salary & Benefits**

We offer a chance to grow professionally in the vibrant Phoenix metropolitan area and offer a competitive salary based on experience, plus a comprehensive benefits package.

### **Job Description**

ASBA Policy Services is the industry leader in policy services for Arizona's public school districts, providing comprehensive, cost-effective, compliance-based policies with customized support. District policies that conform to state and federal law and reflect local needs and priorities are the foundation of governing board and district operations.

The successful candidate will be an integral member of a team of experienced professionals focused on ensuring that ASBA member districts continue to have the best in policy services, from content to customer service. The Policy Analyst will help the team develop model policies in concert with ASBA's Governmental Relations team. The Policy Analyst will work directly with districts to develop custom policy manuals. This position will advise governing boards and administrators on policy issues and occasionally provide professional development to members through workshops, conferences and webinars.

### **Education and Experience**

- The successful candidate will have experience applying district policy as an administrator, teacher, counselor, attorney or other school professional.
- Bachelor's degree from an accredited college or university required, emphasis in education is preferred.
- Masters/Doctorate degree in education, law or related industry preferred.
- Substantial experience in the review, interpretation, and application of Arizona school district policy preferred.
- Exemplary communication skills as developed through teaching, presenting or writing are required.

### **To Apply**

Interested applicants should send a resume and cover letter to Nick Buzan, Director of Legal and Policy Services, at [nbuzan@azsba.org](mailto:nbuzan@azsba.org).

The deadline to submit applications is 5 p.m. on Friday, May 6, 2022.



## **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.**