



Announcement of Position Opening
Job Description, Qualifications and
Application Information

Board Support Specialist
Closing date March 17, 2023

ASBA cultivates excellence in locally governed school districts.

Position Overview: Board Support Specialist

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

The specialist will work in a cross-functional environment with other members of ASBA's mission-driven professional staff and contribute to the success of the association and its member boards through:

- Locally tailored, onsite individualized board training, facilitation and strategic planning.
- Consultation on governance and leadership issues.
- Planning content and implementing and delivering programming for ASBA workshops, conferences, events, webinars and other group training events.
- Development and growth of ASBA's governance and leadership tools, resources and communications that support school boards/leadership teams in their work.
- Supporting as appropriate the association's strategic goals on leadership development, advocacy and educational equity.

Other related duties may be assigned. Frequent in-state travel is required. The Board Support Specialist reports to the Associate Executive Director.

Qualifications

The minimum qualifications for this position are as follows:

- Bachelor's degree.
- A passion for public education.
- Knowledge of governance best practices.
- Knowledge of effective techniques for group facilitation.
- Knowledge of effective techniques for 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 and in alignment with the vision, mission, values and political agenda established by its members.

The preferred candidate will possess the following skills and experience:

- Three to five years of experience serving on or working with governing boards.
- Excellent verbal and written communication skills.
- Impeccable attention to accuracy, quality and deadlines.
- Ability to problem-solve and work independently.
- Commitment to growing, learning and innovating.
- Strong and proven work ethic.
- A commitment to excellence in service delivery.



- Ability to effectively manage multiple projects simultaneously.
- A proven ability to build rapport and engagement with and among individuals with diverse backgrounds, viewpoints and interests.
- A record of effectively engaging large and small groups in formal and informal settings.
- Experience building consensus through facilitated discussion.
- Experience with the strategic planning process.
- 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, appreciation of and respect for the diversity of our state and its residents, and demonstrate the highest levels of professional integrity.

Salary & Benefits

We offer a hybrid work environment that combines in-office and remote work, a chance to grow professionally in the vibrant Phoenix metropolitan area, competitive compensation based on experience and 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 March 17, 2023.

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.

