

Job Description
Leadership Development Specialist
Washington State School Directors' Association

Department: Leadership Development Services

FLSA: Non-Exempt

Updated: September 2024

Reports to: Director of Leadership Development

General Description and Responsibilities:

The Leadership Development Specialist serves as a member of WSSDA's Leadership Development (LD) branch by working closely with and supporting the work of the Director of Leadership Development and with frequent collaboration with contracted consultants and Washington state school directors and superintendents. The Specialist works with the Director to develop and deliver professional development, training, facilitation, and support for WA school directors and school board-superintendent teams.

The Specialist also provides high-level logistical, planning, and coordination support with some administrative duties, while collaborating with WSSDA staff and stakeholders to identify and support new or improved training opportunities across all branches.

This is a hybrid position, with an expectation that staff are generally in the office at least three days per week, generally Tuesday-Thursday. Most staff members telecommute on Mondays and Fridays, depending on events and workload.

Specific duties for this position include:

Collaborative Event Coordination and Support

Collaborate with the branch director and across the organization for successful production of LD-related events, including but not limited to Annual Conference, training events, and district workshops:

- Year-round planning and production of WSSDA's Annual Conference.
- Planning, coordinating and supporting branch events (with other WSSDA staff as needed) by scheduling, venue agreements and logistics, participant registration, branding, marketing, communications, and outreach efforts, and event evaluations.
- Preparing and/or coordinating with other staff to produce materials for LD events, including but not limited to handouts, packets, presentations, resources, signage and supplies.

Communications, Administrative and Technical Support

- Work collaboratively with branch director to ensure timely communication within LD branch and across all WSSDA branches and staff.

- Respond to requests for information and members' needs in a timely, professional manner and coordinate responses with branch director and/or other WSSDA staff.
- Draft, review/edit, and manage communication materials regarding branch activities, resources, programs and events.
- Support development, review, and logistics of branch communications and publications, including branch contributions to association publications (i.e., WSSDA Direct, member updates, etc.).
- Skillfully use technology, as assigned, to support the needs of the branch.
- Work with WSSDA staff to ensure LD webpages are current and accurate.
- As necessary, make travel arrangements and process expense reports for branch director.
- As necessary, assist branch director with meetings, scheduling, and other processes to assist with branch work.
- As necessary, represent WSSDA with education stakeholders.

Project and Records Management

- Manage the scheduling and coordination of all LD events, projects, programs, production and workflow by maintaining an up-to-date project management system.
- Communicate and work collaboratively with other staff, as needed, to facilitate workflow for branch events, projects and programs.
- Organize and maintain records for all LD services and events. Collect, quantify and analyze data for LD events, programs and services.
- Maintain and update branch filing and records management system (both electronic and paper), including but not limited to regular maintenance of email distribution lists (committees; Leadership WSSDA cohort; etc.), contracts and contractor information, invoice processing, budget oversight, and historical branch materials.

Professional Development Support and Delivery

Work collaboratively with branch director to:

- Support the services provided to members to meet their training and professional development needs, including workshops, trainings and in-district workshops. This may include project planning, scheduling, venue agreements and logistics, production of materials, participant outreach, communications and coordination within WSSDA.
- Facilitation of workshops and presentations for professional development and training purposes
- Coordinate meetings and provide logistical support for WSSDA's Annual Conference Planning Committee and other committee or caucus support as needed.
- Oversee the Board Self-Assessment service provided to members.
- Manage the work of the cadre of Leadership Development Consultants, including, but not limited to, communication, materials support, logistical assistance, records management and invoice processing.

- Manage contracts/invoices with individual school districts for in-district workshops & professional development services.
- Prepare and/or coordinate with other staff to produce materials for member support, as needed.
- Identify materials and procedures needing revision, deletion and/or creation.
- As requested, conduct research on a variety of K-12 education issues, including but not limited to, best practices, resources for school board members, and educational trends.

Program and Project Coordination and Support

Provide support to the branch director for LD programs and projects, including Leadership WSSDA, Candidate Workshops and other professional development opportunities, by:

- Preparing and/or coordinating with other staff to produce materials for LD programs and projects, including but not limited to handouts, packets, presentations, resources, signage and supplies.
- Support branch events through scheduling, venue and catering arrangements/contracts, lodging and travel arrangements, ADA accommodations, managing committee member expense reports and record-keeping.
- Support the continuous improvement of professional development experiences through collecting and organizing data collected and support the LD Director in improving and updating curricular material as needed.

Essential Functions:

- Demonstrate a positive and collaborative attitude with WSSDA members, colleagues, supervisors, WSSDA's education association partners, and all persons with whom contact is required to conduct WSSDA business.
- Work well under pressure to meet sometimes competing deadlines.
- Communicate effectively orally and in writing.
- Utilize strong project planning and organizational skills to prioritize workload, set deadlines, and work within established and shared timelines while maintaining accuracy and a strong attention to detail.
- Maintain confidentiality and use good judgment.
- Skillful use of a variety of software for word processing, spreadsheets, online document management, project management, and online/remote meetings (such as conference calls).
- Available to work some evenings and/or weekends, and willingness to travel.

Preferred Qualifications

“Preferred” means they are qualities that would contribute to success in this role, but they are not all required. You may be a good match for this position even if you don't possess all the qualifications listed below.

- Skilled facilitator for adult learning, including team-building, coaching, and conflict management
- Experience designing, developing, and delivering instruction and other training for adults
- Experience as a school board member is ideal. Current WA school board members would be required to leave their elected position if hired. Experience working with school boards, education associations, and/or in K-12 education or college-level education system(s) also desirable.
- Excellent writing, speaking, listening, and presentation skills
- Excellent organizational, time management and multi-tasking skills and abilities
- Proficient in the use of various technologies common in office settings
- Demonstrated ability to calmly and competently manage multiple projects and events simultaneously
- Demonstrated positive experience in working productively with a diverse team
- Bachelor's degree and a minimum of two years related professional experience OR three to five years of job-related experience

Leadership Development Specialist

Director of Leadership Development

Executive Director

Date