

Job Description

Learning & Development Specialist

Washington State School Directors' Association

Department: Leadership Development Services

FLSA: Non-Exempt

Updated: December 2024

Reports to: Director of Leadership Development

ORGANIZATIONAL OVERVIEW

WSSDA is people. WSSDA is the Washington State School Directors' Association, comprised of the 1,477 locally elected school board members from across the state. All public-school board members are WSSDA members per RCW 28A.345.020 which states, "The membership of the school directors' association shall comprise the members of the boards of directors of the school districts of the state." That means all board-superintendent teams are eligible to take full advantage of the supports, services, and opportunities that WSSDA provides. WSSDA can be thought of as a school director's professional association, though it is also a state agency (without regulatory authority). To facilitate networking, professional development, and legislative advocacy, WSSDA employs a nonpartisan staff of approximately 15. The staff provide services and supports for school board members with oversight from the member-elected WSSDA Board of Directors via WSSDA's Action and Accountability Plan. The organization's member-adopted equity statement, mission, vision, goals, beliefs, and positions can be found on our Who We Are webpage. This is the WSSDA Platform and guides how the organization engages in the work of advancing public education and policy.

POSITION OVERVIEW

Are you excited about professional development and public education, and want to help school leaders advance their knowledge and skills to help improve student outcomes? The Washington State School Directors' Association (WSSDA) is eager to onboard a committed and passionate adult educator to join our Leadership Development (LD) team as the Learning & Development Specialist. In this role, you will work 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 your chance to make a lasting impact on the lives of students and staff across the state by supporting the learning and development of locally elected school boards and school directors who are foundational to effective public education. You will get to do this mission-critical work while working in a dynamic and collaborative environment.

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

Equity is foundational to the work of WSSDA. Educational equity can only exist when a student's level of opportunity and achievement cannot be predicted based on race, characteristics, or circumstances. Therefore, we must identify and eliminate any discriminatory practices and prejudices within our state's public education system. To do so, we encourage applicants with firsthand lived experience as a member of a community that has been historically and systemically underserved. Your unique perspectives and experiences will be valued as we work together to create a more inclusive education system.

KEY RESPONSIBILITIES

Professional Development Support and Delivery

Work collaboratively with branch director to:

- Support the services provided to school board 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.
- Design and facilitate workshops and presentations for professional development and training purposes.
- 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.
- Oversee the Board Self-Assessment service provided to members.
- Assist 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.
- Coordinate with other staff to produce materials for member support, as needed and identify materials and procedures needing revision, deletion and/or creation.

Event, Program and Project Coordination and Support

Provide support to the branch director for LD events, programs and projects, including Annual Conference, Leadership Academies, Leadership WSSDA, Candidate Workshops, New Director Network and other professional development opportunities, by:

- Collaborating 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 through scheduling, venue agreements and logistics, participant registration, branding, marketing, communications, outreach efforts, and event evaluations.

- Preparing and/or coordinating with other staff to produce materials for LD events, programs and projects, including but not limited to handouts, packets, presentations, resources, signage and supplies.
- Supporting 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.

Communications, Administrative and Technical Support

- Provide thoughtful “customer service” to our members by responding to requests for information and members’ needs in a timely, professional manner, coordinating responses with branch director and/or other WSSDA staff.
- 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.
- Draft, review/edit, and manage communication materials regarding branch activities, resources, programs and events.
- Work with WSSDA staff to ensure LD webpages are current and accurate.
- Coordinate with staff to make travel arrangements, process expense reports and assist with meetings, scheduling, and other processes to assist with branch work.
- As necessary, represent WSSDA with education stakeholders.
- Skillfully use technology to support the needs of the branch.

REQUIRED QUALIFICATIONS

- Bachelor’s degree in a related field and a minimum of two years related professional experience OR at least five years of job-related experience in education, professional development and/or curriculum design and facilitation.
- Experience designing, developing, and delivering instruction and other training for adults, including professional development, team building, coaching, and conflict management.
- 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.
- 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.

- 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.
- Demonstrated positive experience in working productively with a diverse team
- Firsthand lived experience as a member of a community that has been historically and systemically underserved.
- Experience leading efforts to advance diversity, equity, inclusion, and belonging within a professional setting.

Learning & Development Specialist

Director of Leadership Development

Executive Director

Date