

## Job Description

### Learning & Development Specialist - Part-Time

Washington State School Directors' Association

**Department:** Leadership Development Services      **FLSA:** Non-Exempt Part-time  
Average 20 hours/week

**Updated:** June 2026

**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 16. 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

WSSDA is seeking a Part-Time Learning & Development Specialist to join our Leadership Development team. This position plays a key role in designing and delivering professional development, training, and facilitation for Washington school directors and board-superintendent teams. Working closely with the Director, you will help build the knowledge and skills of locally elected school board members — leaders whose decisions directly affect student and staff outcomes across the state. The ideal candidate thrives in collaborative environments and is energized by helping adults lead effectively.

This is a part-time, hybrid position with expected weekly or bi-weekly travel throughout Washington and involves some evening and weekend hours. While most staff members telecommute on Mondays and Fridays and work in the office Tuesday through Thursday, this position is expected to work onsite one day per week, depending on travel needs.

WSSDA believes every student deserves a high-quality education regardless of race, background, or circumstances. We are committed to identifying and eliminating systemic barriers within

Washington's public education system. We strongly encourage applicants with lived experience in historically and systemically underserved communities, as diverse perspectives are essential to this work.

## **KEY RESPONSIBILITIES**

### **Professional Development Support and Delivery**

Work collaboratively with the Leadership Development branch to:

- Support school board members by planning and delivering workshops, trainings, and in-district workshops. This may include project planning, scheduling, production of materials, participant outreach, communications, and coordination within WSSDA.
- Design and facilitate both synchronous and asynchronous workshops and presentations for professional development and training, both in person and virtually.
- 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.

### **Event, Program and Project Coordination and Support**

Provide support to the branch 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 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.
- Supporting the continuous improvement of professional development experiences by collecting and organizing data and supporting the branch to improve and update 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 the branch director and/or other WSSDA staff.
- Work with WSSDA staff to ensure LD webpages are current and accurate.
- As necessary, represent WSSDA with education stakeholders.
- Skillfully use technology, including WSSDA’s Learning Management System, to support learning delivery and operational needs.

**REQUIRED QUALIFICATIONS**

- Bachelor’s degree in a related field and a minimum of two years of relevant 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.
- Ability to collaborate effectively with WSSDA members, colleagues, supervisors, WSSDA’s education association partners, and others with whom contact is required to conduct WSSDA business.
- Available to work evenings and/or weekends, and willingness to travel.
- Work well under pressure to meet sometimes competing deadlines.
- Communicate effectively verbally 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, online/remote meetings, and team communication.

**PREFERRED QUALIFICATIONS**

“Preferred” means 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) is also helpful.
- Experience or interest in the areas of school finance, governance, and student data.
- 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.

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Learning & Development Specialist

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Director of Leadership Development

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Executive Director

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Date