



Alaska Association of Secondary School Principals
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POSITION VACANCY ANNOUNCEMENT
AASSP EXECUTIVE DIRECTOR
(Part-Time)

Announcement

The Alaska Association of Secondary School Principals is seeking candidates for the position of Executive Director. The person selected shall carry out duties as required by the AASSP By-laws, Policies, and such other responsibilities as stipulated by the Board of Directors.

To meet the extensive job responsibilities, the candidate must be an exceptionally able leader who can generate broad cooperation among constituents and meet the organization's priority goals while being an efficient manager.

Qualifications – The candidate must be able to demonstrate:

- Knowledge of current educational programs, school law and finance, including direct experience with secondary schools; preference given to those with secondary school principal experience.
- Strong management, interpersonal and communications skills and be a self-starter with good planning and time management skills.
- Experience in budget preparation and prudent financial management of organizations.
- Experience with policy development, legislative action and advocacy.
- Effective use of current technology.
- Capacity to assist the Board and Association in initiating programs and securing new resources.

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Executive Director Responsibilities

The Executive Director will perform the specific duties as outlined herein and at all times promote the aims, interest, educational purposes, and membership of the Association.

1. Administer the operation of the Association and carry out the By-laws and Policies of the Association and Board of Directors.
 - a) Represent the Association at meetings that relate to the general welfare of principals and students.
 - b) Prepare the agenda for Board meetings and quarterly financial statements.
 - c) Prepare and distribute directory, membership lists, and timely communications to the Board concerning actions regarding association business.
 - d) Serve as secretary-treasurer (ex-officio member of the Board of Directors and secretary of all on-going committees as may be established by the President and/or the Board of Directors.
 - e) Develop and maintain a membership manual and a Board of Directors' policy manual.
 - f) Develop, implement and review the strategic plan, which is developed in a collaborative process with the Board of Directors.

2. Manage the budget and finances of the Association.
 - a) Prepare the budget with the President and President-Elect.
 - b) Prepare the annual financial reports.
 - c) Prepare financial reports for individual activities upon the conclusion of each activity.
 - d) Have the Association accounts audited at the direction of the Board of Directors and reviewed according to the strategic plan.
 - e) Receive all funds and dues of the Association and distribute in a manner prescribed by the budget and policies.
 - f) Cover the Association with a fidelity bond for all employees, to be paid for by the Association.
 - g) Maintain and review the checking and savings accounts with the President and President-Elect.
 - h) Pay approved bills.
 - i) Maintain records of and administer the AASSP Legal Assistance fund and keep the Board of Directors and membership informed of its status in conjunction with other financial reports.

3. Membership: Direct all work to maintain and increase membership in AASSP, ACSA and NASSP. Provide membership services as may be developed.

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4. Communications

- a) Make quarterly reports (minimum four per year) to the Board of Directors and to the membership.
- b) Prepare reports and materials for NASSP as directed by the President and the Executive Committee.
- c) Maintain communication with other professional associations and the Department of Education and Early Development.
- d) Carry out studies and make reports as needed or approved by the Board of Directors.
- e) Supervise the maintenance of the AASSP Website.

5. Resource Services: Provide individual members with professional services in relationship to his/her employment contract questions, curriculum and instruction, student activities, legal referrals, and other professional needs.

6. Annual Conferences: Work with the planning committees to provide assistance with planning and implementation of the Annual Fall Principals Conference and with the spring Assistant Principals Conference.

7. Organize and promote a program of public information and relations with the press, other educational and professional associations, the School Boards Association, State Board of Education, the legislature, and the public.

8. Liaison: Work with other professional, state, and community groups to provide AASSP membership input concerning all educational affairs and support for NASSP/AASSP sponsored programs and/or scholarship programs, which benefit students and the membership.

9. Recommend and implement program of services (work) as approved by the Board of Directors including workshops and clinics.

10. Other Duties as Assigned and Negotiated

Salary

Base salary - \$30,000 – prorated on a fiscal calendar, July 08-09.

Executive Director Expense:

Five thousand dollars (\$5,000) as budgeted, to include: professional dues, convention fees, mileage, travel expenses to NASSP Convention, NASSP Summer Leaders Conference and NASSP Executive Director's Professional Development Program.

Additional expenses, when approved by the Executive Committee, may be considered.

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Application and Selection Process

The application, updated resume, and current letters of recommendation should be submitted, either electronically or via mail to:

Michael S. Perkins, AASSP President
Mears Middle School
2700 W. 100th Avenue
Anchorage, AK 99515

Phone: (907) 742-6400

Fax: (907) 742-6444

E-mail: perkins_michael@asdk12.org

Letters of application **must be received no later than January 5, 2009**. All letters of recommendation, if submitted electronically, must include an authentic signature via PDF file.

Please direct all inquiries regarding the Executive Director's position to Michael Perkins at the above telephone or e-mail.

The applications of all candidates will be held in strict confidence. References will not be contacted until after the interviews are conducted.

The board expects to interview eligible candidates and make an appointment by the end January 2009 with the position becoming effective on February 2, 2009.