

Erie County Association of School Boards

Executive Director Job Description

(Position is a .8 position)

Position Duties and Responsibilities:

Major area of responsibility will be to manage and direct all areas required by the Erie County Association of School Boards. The Executive Director reports directly to ECASB Executive Board.

Accountable to the Executive Board in all aspects of ECASB operation
Attend Executive Board, Delegate Assembly, Budget/Finance, and Legislative committee meetings
Directs all communication from the ECASB
Manages and supervises all staff. Responsible for the effective performance and evaluation of staff.
Develops specific policies, procedures for approval by the Executive Board, Delegate Assembly.
Ensures all policies and procedures are implemented per the policies of the board.
Keeps Executive Board aware of all conditions and operations of the association.
Plans and promotes all official meetings of the association unless delegated according to by-laws
Responsible for the maintenance of all minutes and official notices.
Responsible for all financial obligations of the organization.

Financial

Maintains the financial management of the association including planning, purchasing, preparing of the budget, purchasing, receipts, disbursements and reports and analysis.
Insures that all funds, physical assets and other property of the Association are appropriately administered, maintained and safeguarded.
Ensures that all appropriate financial records are maintained per the ECASB guidelines, Federal and New York State Law.

Membership

Promotes interest and active participation of the Association's activities.
Engages membership in all ECASB events.
Maintains membership records and administers all dues and all other assessments.
Works to ensure that all school districts in Erie County are active members of ECASB.

Programs

Plans yearly calendar and programming for organization to provide staff development for members.
Works with New York State School Boards Association to promote involvement within their programs.
Works to develop a regional District Clerk program.
Plans all events to include Annual Dinner, Law Conference, FORT Training, Governance Training, Prospective School Board Member workshop, The Capital Conference, the Legislative Breakfast and Legislative Dinner, Etc.
Develops programs to generate engagement.
Attends school board meetings from component districts within Erie County.
Seeks sponsors for various portions of the program

Collaborations:

Works with E-NSSA and serves as Treasurer
Serves as the Executive Director of Promoting Partnerships in Public Education
Works with the following organizations: ECIDA, NFIEC, Buffalo Philharmonic, and WNED/PBS.
Works with COLSBA and other county school board organizations including CCSBA, NOSBA, ETC.
Works with NYSSBA and NSBA
Works with the Western New York Service Council and the New York State Leadership Group.
Collaborates with organizations where a common interest is shared including PTA, NYSUT, NYSCOS,

Required Background and Skills:

Successful experience in an office setting

Successful experience working with a volunteer organization.
Experience as an advocate with legislators
Experience in a self-directed setting
Education – Minimum of a Bachelors/Masters Degree
Accurate spelling skills and use of English grammar
Experience and comfort with Microsoft Office software (Word, Excel, PowerPoint, Access)
Knowledge of basic graphic concepts/marketing
High level of organizational skill
Ability to delegate work and multitask
Experience working with school board organizations.
Experience working with School District level Administrators.
Experience working with policy makers and state and county organizations.
Must have the ability to maintain confidentiality

Beneficial Additional Skills:

Knowledge and experience in the use of: Publisher, Microsoft, Photoshop, Dreamweaver, and social media platforms

Scope of Position:

Position is .8 position - 12 months with .8 benefits per a negotiated contract.
Must be available for occasional early evening and Saturday meeting support.
Some travel expected.

Compensation:

Pay is an annual salary established by the Executive Board of the Erie County Association of School Boards.

ECASB is an equal opportunity employer.

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