

JOB DESCRIPTION – ASSISTANT EXECUTIVE DIRECTOR

Revised February 2021

The Assistant Executive Director of Pennsylvania Principals Association will report directly to the Executive Director of Pennsylvania Principals Association. The position is a full-time position with time spent both in and out of the headquarters office. Salary and benefits to be set by the Pennsylvania Principals Association Board of Directors.

Office Administration

- Assists the Executive Director with overall office operations including personnel, technology, building maintenance and projects.
- Assists the Executive Director with the preparation and monitoring of the annual budget and working directly with the comptroller in overseeing office accounts.

Relationship with Board of Directors

- Attends Board of Directors meetings and trainings as requested by the Executive Director or the Board President.
- Prepares reports for regularly scheduled Board of Directors' meetings.

Legislative Activities

- The Assistant Executive Director is a registered lobbyist for Pennsylvania Principals Association.
- As directed by the Executive Director, represents Pennsylvania Principals Association at all appropriate legislative and Department of Education meetings
- Works with the Executive Director in efforts to advocate, develop position statements, survey members, influence state and federal decision-makers, and report to the members on these efforts.
- Works directly with our contracted legislative support person.

Legal Assistance

- Assists the Executive Director in responding to member needs with advice and/or legal assistance.
- When warranted, engages in conversations with attorneys retained by the Association and general counsel.

Membership

- Assists members with general information on a variety of topics including, but not limited to: teacher and principal evaluation, Act 93, discipline, retirement, career planning, interpersonal relationships, curriculum, and school laws.
- Assists in the endeavors by all staff and board members in the retention and recruitment of members.

Publications

- Contributes articles to Pennsylvania Principals Association newsletter and other publications as requested by the Executive Director.

- Assists in keeping the Pennsylvania Principals Association updated with pertinent and relative material for members.
- Works with the Director of Communications to keep website up to date with timely and relevant information.

Committee Assistance

- Provides guidance and leadership to the following Board Committees:
 - Professional Development
 - Diversity
 - Alternative Funding
- Provides assistance to the Executive Director in guidance and leadership of other Board Committees.
- Assists the Executive Director in the organization and development of activities related to an annual conference, Leadership Summit, and in-service activities.
- Assists in the association's recruitment goals and activities for both members and sponsors.

Professional Development

- Provides guidance and leadership with the creation and submission process for all workshops/activities for principal certification hours (act 45)
- Presents and speaks at events when requested by principal groups and other like organizations.
- Assists in surveying members about their needs for topics for professional development.

Other

- Other duties as assigned by the Executive Director.
- Assists with the recruitment and interviewing of Pennsylvania Principals Association staff positions as requested by Executive Director.

Qualifications

- Experience as a school and district leader
- Experience supervising staff (with preference given to candidates who have supervised school principals)
- Experience with the roles and responsibilities of the school principal and an in-depth understanding of the issues facing school leaders.
- Excellent oral and written communication skills
- Demonstrated expertise in curriculum, instruction, and professional development and the ability to construct and deliver high quality professional development for members.
- Keen interest in legislative and advocacy work
- Ability to write briefs and to provide testimony when it serves PA Principals Association's interests.
- Ability to work as a member of a dynamic team.
- A willingness and interest in using technology to support the administrative tasks of the job as well as to provide appropriate professional development for members.
- A visionary leader who can assist with helping Pennsylvania Principals Association remain as a viable and responsive organization.