



REGIONAL SERVICE SPECIALIST

Job Description

Reports to: Executive Director

General Description: The Regional Service Specialist provides professional support to Association members, supports Regional Board Members with Region activities, ensures successful operation of professional learning activities, and assists with membership development. The Regional Service Specialist covers three of the nine regions of the PA Principals Association (East, Central, or West)

Position Type: Contracted employee (60 days per year)

Contract Length: One year, with the potential to renew each year

Duties:

Membership

1. Assist with calls to potential new members, expiring members and delinquent members.
2. Place a welcome phone call to all new members.
3. Recruitment – organize and attend events in regions, IUs, districts, etc.
4. Holds annual new member gathering and presents on PA Principals Membership benefits.
5. Handle routine membership questions from members in their regions.
6. In collaboration with the other Regional Service Specialists, the Executive Director and Assistant Executive Director, develop a membership recruitment and retention plan.

Regional Meetings

7. Organize and host two regional membership meetings per year in consultation with Regional Board Members.
8. Organize annual student recognition event in each of the three regions.

Professional Development

9. Assist as necessary with professional development activities in their region.
10. Promotes PA Principals professional development opportunities and works closely with districts, local intermediate units and colleges and universities.
11. Assists with input on potential topics for professional development content, workshops, feedback on current workshops and any other information that may help in making professional development more successful.
12. In collaboration with the other Regional Service Specialists, the Executive Director and Assistant Executive Director, develop opportunities for various member groups

(elementary, middle school, high school principals; assistant principals; diverse school leaders, women leaders, central office leaders, etc.).

Conferences

13. Attends conferences and serves as liaison between the members in the fields and the PA Principals Association staff.
14. Assists where necessary during the conferences.

Other Duties

15. Attend all meetings of the Board of Directors and other meetings as assigned by the Executive Director.
16. Provide comments, suggestions and other ideas that may improve the Regional Service Specialist's job and improve the operations of the Association.
17. Assist with other Regional Service Specialist when call upon.

Other duties as assigned by the Executive Director and/or Assistant Executive Director

Created: June 2022