

OhioASCD Job Description

Executive Director

- I. Title** Executive Director
- II. Qualifications:** Demonstrated educational leadership, management and communication skills
Prior experience in curriculum, supervision and/or administration
Knowledge of curriculum, instruction, assessment and professional development
Experience working with schools, colleges and/or professional educational organizations
Involvement with ASCD or OhioASCD preferred
A minimum of a MA in Education
- III. Primary Function:** Acts as the chief executive officer of OhioASCD.
- Provides leadership and administrative services to the OhioASCD President and Executive Board in accordance with the OhioASCD constitution by-laws, and adopted policies and practices of the Executive Board.
- IV. Reports to:** OhioASCD Executive Board
- V. Conditions of Employment:** One year contract is renewable following the annual evaluation by the President and Executive Board.
- VI. Responsibilities**
- A. Leadership**
1. Promotes the mission and goals of OhioASCD and ASCD International.
 2. Provides visionary leadership to the Executive Board and all members of the state organization.
 3. Provides guidance and assistance to all of the OhioASCD teams and committees.
 4. Helps develop and maintain a positive professional reputation in the education community and beyond.
 5. Serves as an effective ambassador at state, regional and national events.
 - Models effective advocacy on educational issues important to the organization.
 6. Creates, with board input, an effective process for strategic planning for the organization.
 7. Creates innovative partnerships with funders, other organizations or businesses that contribute to the organization's resources.
 8. Creates effective professional growth experiences for Executive Board members.
 - Engages in active recruitment and orientation for effective board membership.
- B. Management**
1. Ensures appropriate systems are in place to facilitate the day-to-day operations of the organization in the areas of governance, membership, program, communication and influence/advocacy.
 2. Establishes a system linking strategic and operational planning with the organization's budgeting process.
 3. Prepares financial reports to the board on a regular basis and submits an annual budget for board review, revision, and approval.
 4. Uses knowledge of financial planning, budgeting, accounting processes and management of investments for a non-profit organization.
 5. Works with the president and other board members to run effective board meetings and events.
 6. Manages technology and technological systems including website, membership database, surveys, etc.
 7. Works with the board to provide on-going evaluation of processes and programs.
- C. Communications**
1. Serves as the organization's official point of contact for members and external organizations.
 2. Assists the board members in publishing and delivering OhioASCD communications.
 3. Coordinates with the board to keep the website and other communications current.
 4. Keeps the executive board informed about state and national initiatives relevant to the work of OhioASCD.
 5. Establishes OhioASCD as an influential presence in Ohio's educational policy-making arenas.
 6. Cultivates effective relationships with members and potential members.