

Assistant Executive Director for Professional Learning



General Information

The Washington Association of School Administrators (WASA) is seeking an Assistant Executive Director for Professional Learning. This announcement describes the application process and job responsibilities for the Assistant Executive Director position. Applicants should identify their skills and qualifications which relate to the position. It is the association's intent to select the person who best meets the preferred qualifications and complements the skills and experience of the executive team.

About The Organization

WASA is a professional association made up of 1,214 Washington school administrators who hold active membership. There are 659 associate and retired members. The association's annual budget reflects a strong investment in professional learning, government relations, member support, communications, and special programs for school districts.

The WASA staff consists of 11 employees. In addition, the association utilizes the talents of a number of individuals on a personal services contract basis.

Members of the association have over 200 leadership opportunities on the WASA Board of Directors, standing committees, components, and in region activities.

The Current WASA Executive Team

Joel Aune, Executive Director

Helene Paroff, Assistant Executive Director, Professional Learning

Dan Steele, Assistant Executive Director, Governmental Relations

Andy Wolf, Assistant Executive Director, Administrative Services & Member Support

Timeline (UPDATED)

Application deadline..... April 1

Applicant screening..... April 3

Interviews April 6–10

Employment begins July 1

Assistant Executive Director for Professional Learning

The successful candidate for this position will fill an essential role as a member of the WASA executive leadership team. In addition to the specific job responsibilities listed below, the Assistant Executive Director will provide support, leadership, and vision for the work of the association and its mission.

MAJOR RESPONSIBILITIES

- Provide vision and leadership in the planning and implementation of WASA's professional learning program including conferences, academies, workshops, and special programs.
- Provide leadership and support for WASA's mission of providing equity and excellence in student learning.
- Cultivate transformative, equity-driven leaders to ensure each student in every school and community is college, career, and life-ready.
- Assist with WASA region support.
- Assist with individual member services.
- Serve as liaison with the WASA Professional Learning, Membership, and Small School committees.
- Serve as liaison with the Instructional Program Administrators Component, Special Education Administrators Component, and Principals Component.
- Oversee and advise development and implementation of WASA's state-wide Inclusionary Practices project.
- Oversee WSLA.
- Cultivate corporate sponsorship of WASA events, activities, and initiatives.
- Collaborate with other professional associations, state agencies, and certification training institutions.
- Assume responsibilities and perform other tasks and functions as determined by the WASA Executive Director.

PREFERRED QUALIFICATIONS

- Advanced degree in Education Administration
- Experience as a school district administrator
- Knowledge of or experience in professional development and district management
- Demonstrated exceptional human relations, organizational, listening, and communication skills
- Ability to work collaboratively as a member of a service-oriented executive team
- Strong work ethic and proven leadership ability
- Must be willing to travel throughout the state

Terms of Employment

- Full-time employment
- Salary range: \$163,000 to \$172,000
- Allocation provided for medical, dental, and vision insurance
- 6 percent WASA employer contribution to retirement
- 2 percent SIMPLE IRA Plan contribution
- 12 Paid Holidays, 22 days vacation, 12 days sick leave
- One-year contract, renewable
- Must reside in the greater Olympia area

Application Procedures

Application materials should include:

- A completed application form
- A letter of interest explaining how the candidate's qualifications and experience prepares him/her for this position
- A statement of the candidate's view of Public Education for the next decade and implications for Professional Learning
- An updated resume
- Five current letters of recommendation

All materials will be treated confidentially. For questions, please contact Shari Parsons at 800.859.9272 or sparsons@wasa-oly.org.