Notice of Vacancy

Board Development Specialist
Oregon School Boards Association
1201 Court St., N.E., Suite 400
Salem, OR 97301

Oregon School Boards Association (OSBA) is a non-profit corporation whose members include school districts, community colleges, and education service districts and is dedicated to improving student achievement through advocacy leadership and service to locally elected, volunteer Oregon school boards.

**General Position Description:**
Creates and implements activities designed to develop and strengthen board members’ overall effectiveness in school board responsibilities. Creates written materials to enhance board development through home study, online training and may create other media activities such as video/audio tapes. Provides advice for members on school board leadership issues.

**Salary Range:**
Commensurate with experience and background, with a salary range of $75,000 - $88,000

**Employee Benefits:**
Medical, dental, vision, life, and disability insurance. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

**Essential Job Functions:**
- Develops and implements workshops designed to provide board training for board members and administrators in their own local areas.

  Develops and implements programs for statewide workshops including a convention and a summer conference. Carries out the programs for such other statewide conferences as are necessary or desirable to make board members and administrators aware of current issues or topics of interests.

  Provides planning and oversight of the executive search process and related transition program, under the direction of the Director of Board Development.

  Assists members with the executive search process and the related transition program as needed.

  Responsible for recommending to the Director resources needed to perform effectively.

  Presents at state, regional and national workshops as assigned.

  Assists all departments of the association as they plan workshops on development topics to assure appropriate use of staff and facilities, and assists with programs when requested.

An Equal Opportunity Employer
Develops online workshops/webinars and manages the Leadership Institute program.

Provides individual contact and advice to board members and administrators on school board issues either by phone or in person.

Prepares written materials designed to provide board development information to school board members, administrators and other district staff.

Conducts reviews of research on topics of relevance for the Board Development department.

Maintains high visibility and credibility within the fields of board leadership and training.

Remains current on developing issues and changes in training and leadership to inform and help OSBA members.

Physical Qualifications:
The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting. The employee is frequently required to drive and travel throughout the state. Limited out-of-state travel on occasion.

Minimum Job Qualifications:
Graduate or undergraduate degree in education, public policy or a related field is preferred but not required. A minimum of five (5) years of successful experience in public speaking and providing instruction or training to adults and/or students with a preference for experience in school administrative/board training experience. Experience as a school board member is highly desirable.

Experience in, or knowledge of, the Oregon public education system.

Knowledge of adult education techniques and/or experience with adult learners is highly desirable.

Knowledge of and experience in dealing with major issues in the field of public education including: collective bargaining, personnel, instruction, students, educational reform, elections, finance, school law and equity issues.

Demonstrated ability to gather and analyze information skillfully; synthesizes complex or diverse information; collects and researches data; designs work flows and procedures; identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem-solving situations; able to facilitate group processes in consensus building, conflict resolution, planning and decision making.

Knowledgeable of issues, trends and practices related to education management.

Knowledgeable of and possess skill in facilitation and decision-making processes.

Demonstrated understanding of the role of districts, education service districts, public charter schools and community college boards and superintendents/directors/presidents in governance and leadership of public education.

Demonstrated ability to understand the role of the board of education and administration and their interrelationship.

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Demonstrated ability to work collaboratively with a variety of groups.

Demonstrated successful experience in public speaking and providing instruction or training to adults.

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Successful experience in working with locally-elected district, education service district, superintendents, public charter school and community college board members. Successful experience in working with local, state and federal agencies and organizations.

To apply:
Submit the following materials to:
1. A cover letter;
2. A completed application form;
3. Names and contact information for 3 references;

Reasonable Accommodations:
Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

For an Application contact:
Oregon School Boards Association
1201 Court St., NE, Suite 400
Salem, Oregon 97301
Phone: 503-588-2800
Fax: 503-588-2813
www.osba.org/jobs

Hiring Schedule:
Closing Date: February 17, 2020 or until filled
Screening begins: February 17, 2020
Commence Work: March 2, 2020 or as soon as possible