



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 dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards. OSBA is a non-profit corporation whose members include school districts, education service districts and community colleges.

OSBA strives to create welcoming and inclusive environment that values the diversity of our staff and our members. We promote fairness and equity to create a workplace environment where everyone is treated with respect and has a voice.

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We have seen the research that indicates people of color and women hesitate to apply for jobs unless they feel they meet all of the job qualifications. We encourage you to apply, even if you do not believe you meet every one of the qualifications. You may be exactly who OSBA needs.

Step inside our world and you'll find one passionate leader after another working together in a spirit of collaboration that is simply contagious. The dynamic individuals who belong to the OSBA family are committed to excellence – for our members and the students our members serve.

Thank you for your interest in OSBA. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

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, virtual training, and may create other media activities such as video/audio supplements. 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.

An Equal Opportunity Employer

Work Location:

OSBA offices are located in Salem, Oregon. However, in an effort to attract top-quality candidates, OSBA will consider candidates who would work remotely from another part of Oregon.

Essential Job Functions:

- Develops and implements workshops designed to provide board training for board members and administrators virtually and in their own local areas.
- Develops and implements programs for statewide virtual and in-person 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.
- 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.
- 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, online, 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.
- Demonstrated ability to: gather and analyze information skillfully; synthesize complex or diverse information; collect and research data; design work flows and procedures; identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem-solving situations; facilitate group processes in consensus building, conflict resolution, planning, and decision making, including within diverse groups of stakeholders.
- Knowledge of adult education techniques and/or experience with adult learners.
- Demonstrated successful experience in public speaking.
- Successful experience in working with locally elected district, education service district, public charter school and community college board members and/or superintendents. Alternatively, successful experience in working with local, state, and federal agencies and organizations.

Highly Desirable Qualifications:

- Experience as a school board member.
- Knowledge of and experience in dealing with models of governance and major issues in the field of public education, including: collective bargaining, personnel, instruction, students, educational reform, elections, finance, school law and equity issues.
- Experience working in a richly diverse environment and/or experience meeting the needs of culturally diverse communities.
- Demonstrated ability to understand the role of the board of education and administration and their interrelationship.

To apply submit the following materials:

- A cover letter. Please indicate whether you intend to work from the OSBA office or remotely;
- A completed application form;
- Names and contact information for 3 references;
- Current resume.

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: August 1, 2020 or until filled
Screening begins: August 2, 2020
Commence Work: September 1, 2020 or as soon as possible