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:**

The Director of Policy is a member of the OSBA leadership team, providing overall leadership of the organization’s policy manual, mission, vision, and strategic goals.

Serves as principal advisor providing comprehensive and proactive policy planning to the Executive Director.

Serves as staff to the OSBA Policy Committee.

Provides organization, leadership and accountability for Policy Services. Acts as general administrator for Policy Services and provides direction and supervision to Policy Services staff.

Advises the Executive Director and other department directors, as requested, on matters relating to or affected by board policy and administrative procedures.

Develops, implements and markets a high-quality comprehensive policy service for OSBA’s members.
Salary Range:
Commensurate with experience and background, with a salary range of $110,000 - $130,000.

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:
Serves as administrator for the department. Responsible for the effective and efficient use of allocated resources.

Directly supervises employees in the department. Carries out supervisory responsibilities in accordance with the organization's policies, guidelines and applicable laws. Responsibilities include, but are not limited to: interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; performance evaluations and managing performance deficiencies; recommending employee discipline and termination; addressing complaints and resolving problems.

Responsible for recommending the annual departmental budget and resources needed to perform effectively.

Consults and advises districts, education service districts, public charter schools and community colleges on policy and field-related issues. Maintains a quality policy service that includes, but is not be limited to: consultation, subscription services including Policy Update newsletter and model policy and administrative regulation library, policy development, policy analysis, policy and administrative regulation rewrite service, desk rewrite service, charter school policy manual and policy workshops for members.

Remains current regarding state and federal law and engaging best practices that impact public education policy caused by legislation, court decisions, ERB rulings and administrative rules, etc.

Acts as a liaison between OSBA and other public or private organizations and entities as designated by the Executive Director.

Works effectively as a part of a team and can collaborate with colleagues, board members and stakeholders from organizational partners.

Develops and presents trainings and workshops on policy issues for individual boards or at national, state, or regional level as assigned.

Maintains high visibility and credibility within the fields of school policy and procedures.

Attends organizational meetings, including OSBA board meetings, conferences and convention, staff and lead team meetings and staff and lead team trainings as required.

Required to drive and travel extensively throughout the State and accommodate evening and weekend schedules.

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.

An Equal Opportunity Employer
Minimum Job Qualifications:
Bachelor’s degree or equivalent in related field or 5 years’ experience required. An earned graduate degree in education administration or law degree from an ABA accredited law school is preferred.

Experience in, or knowledge of, the Oregon public education system; school administrative experience; or legal training in school law.

Minimum of three (3) years’ experience supervising staff; including selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.

Strong communication skills; demonstrates effective presentation skills; and participates in meetings.

Proficiency in the use of the English language, including vocabulary, spelling, grammar, punctuation, syntax and reference skills; including the ability to write in a concise, logical and grammatically correct manner; demonstrates a concern and commitment to quality and detailed written communications; varies writing style to meet needs; able to read and interpret written information.

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

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

Successful experience in developing and implementing board policy for public schools; ability to develop and present policy development workshops for board members, administrators and board secretaries; knowledge of accepted policy development procedures.

Proficient in goal-based planning, systems analysis and program and personnel evaluation. Understands the role of districts, education service districts, public charter schools and community college boards and superintendents/directors/administrators/presidents in governance and leadership of public education.

Successful experience in working with locally elected district, education service district, community college board members and members of public charter school boards.

Successful experience in working with local, state and federal agencies and organizations.

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

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

Gathers and analyzes 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.

Develops and coordinates realistic project and implementation plans; manages project team activities; communicates changes and progress effectively; completes projects on time and within budget, conserving Association resources; monitors transitions and evaluates results; prioritizes and plans association work activities and plans for additional resources and uses time efficiently; sets goals and objectives; organizes or schedules other people and their tasks.

An Equal Opportunity Employer
Effective interpersonal skills and the ability to work well with diverse work groups, including but not limited to race, ethnicity, sexual orientation, disability, social, cultural, economic and educational backgrounds.

Ability to manage time efficiently with competing demands and priorities and adapt to frequent changes in workload and priorities.

Willingness to travel extensively throughout the state and accommodate the evening and weekend schedules inherent in providing service to school boards.

Maintain a valid Oregon drivers’ license.

To apply submit the following materials to the HR department:
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: March 13, 2020
Screening begins: March 16, 2020
Commence Work: April 6, 2020 or as soon as possible