



EXECUTIVE COMMITTEE

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MINNESOTA ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS JOB DESCRIPTION

Position Title: Executive Director

Reports To: MASSP Board of Directors

JOB SUMMARY: The Executive Director works with the Board of Directors of MASSP. Primary responsibilities include oversight and implementation of Board initiatives, implementation of the strategic plan, financial management, planning and execution of professional development for principals, support of legislative initiatives, communication with other education organizations, public relations, member support and supervision and direction of office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide support to MASSP members

1. Coordinate and participate in member conference activities
2. Counsel members regarding professional and legal matters
3. Prepare, assist and participate in division activities
4. Coach, mentor, and support principals as requested
5. Work with legal counsel to provide effective legal support and representation

Manage the development and implementation of the strategic plan and other initiatives

1. Identify and develop a plan for implementation of the strategic plan
2. Identify and develop a plan for all board initiatives
3. Periodically update the Executive Committee and Board on all initiatives

Supervise the day-to-day operations of the Association

1. Formulate with staff the association recommended budget and monitor the activities associated with implementation
2. Provide support and be a resource to the staff
3. Serve as operational chief for purposes of federal and state law compliance for employers, non-profit regulations and tax purposes.
4. Hire and supervise office staff
5. Complete formal evaluations of each staff member annually

Supervise the implementation of MASSP Communications

1. Communicate key information and messages to members through electronic and face-to face methods
2. Develop, implement and supervise an effective website, twitter account and other communications with members
3. Assist in the development and implementation of the MASSP legislative platform

Conduct a variety of activities to keep the Board of Directors fully informed regarding the status of the association

1. Develop and organize the agenda Board of Director meetings
2. Make recommendations for improving the operational aspects of the Association
3. Inform the Board of relevant and timely information that may impact the Association

4. Provide complete and transparent budget information for the board on a timely basis.

Improve and Maintain the image of MASSP and the Principalship in General

1. Represent MASSP in working with other educational organizations in Minnesota
2. Represent MASSP in establishing an effective relationship with the MDE

Provide Oversight for MASSP subsidiary organizations

1. Supervise staff directing MAHS, MASC and MASP
2. Provide general oversight of these organizations.

WORK REQUIREMENTS AND CHARACTERISTICS: Education/Certification

Requirement:

- A master's degree or beyond preferred
- Minnesota principal license required or the ability to obtain one

Experience:

- Demonstrated successful experience in public educational administration is required

Essential Skills Required to Perform the Work:

- Exceptional written and spoken communication skills
- Ability to prioritize and multitask on a continuous basis
- Possess critical thinking and problem solving skills
- Create and monitor the implementation of a budget
- Able to compromise and work with other individuals and groups
- Supervisory Skills
- This person serves the entire state of Minnesota and is required to attend events and meetings throughout the state and to be present at the State Capitol during the legislative session.
- Normal office conditions
- Overnight Travel 35-45 days per year
- Significant amount of time driving to local and overnight activities
- Flexible in office scheduling

Job Outcomes:

- Assisting members to be more prepared and successful in their jobs
- Verifies that the strategic plan is truly an evolving document that guides the direction of the association
- Determines that the office is running in an efficient and effective manner
- Analysis of data demonstrates that communication protocols are meeting the needs of members and others
- Establishes a positive culture for the organization

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.