

## **Assistant Director of Board Services**

**Reports to:** Director of Board Services

### **Job Summary**

Assist the director of board services in the development and delivery of board member education and the support of member services, including board workshops, conference learning sessions, strategic planning, and superintendent searches.

### **Duties and Responsibilities**

- Assist boards and superintendents with roles and responsibilities, communication, conflicts, and relationships, through one-on-one leadership team development.
- Develop expertise and understanding of best practices related to board governance.
- Assist with the continued development of curriculum for board member training and effective governance.
- Assist boards with self-evaluations and interpretation of self-assessment data.
- Serve as a resource to provide relevant materials to assist boards in their governance work.
- Facilitate and assist with school corporation strategic planning projects.
- Facilitate and assist with school corporation superintendent searches.
- Assist with the development and delivery of regional and online board member education, including the Gold Seal Leadership program, New Board Member Academy, and Board Candidate 101 trainings.
- Assist with the ongoing implementation of the EGA Effective Governance Award member recognition program.
- Work with the board services director to review and update board governance publications and resources.
- Work with the ISBA/IAPSS teams in the planning and execution of the annual statewide Fall Conference.
- Regularly contribute articles for the quarterly Journal publication and the e-Dition electronic newsletter.
- Offer board guidance and training on superintendent evaluations.
- Communicate and participate with the Fed Train and National Affiliation of Superintendent Searcher workalike groups.
- Actively promote ISBA programs and services to the membership.

### **Competencies and job requirements**

- Must have at least a bachelor's degree in a related field.
- School board experience preferred.
- Strong small and large group facilitation skills.
- Excellent written and oral communication skills.
- Ability to work well within the Microsoft Office suite of products.

- Possess a valid Indiana driver's license and ability to work throughout the state.
- Involves evening and occasional Saturday work.

**Supervisory duties**

This is not a supervisory position, but will collaborate closely with the Director of Board Services and the other members of the ISBA team to support the ISBA membership.

**Travel**

Frequent in-state travel is expected to work with and support the ISBA membership school corporations, and occasional out-of-state travel.