



Assistant Director of Board Services

The Indiana School Boards Association is seeking a dynamic and motivated person to fill an essential role in its Board Services Division. This person will work directly with the Director of Board Services to support the diverse school corporations and their boards of trustees in Indiana.

ISBA is a member organization dedicated to supporting the governance work of its member school corporations. In this role, you will work directly with board members and superintendents in a variety of ways, including:

- Conducting one-on-one board governance workshops and retreats
- Facilitating strategic planning and superintendent searches
- Assisting boards with self-evaluations
- Conduct state and regional workshops, including New Board Member Academy, Board President Gold Seal Leadership program, Board Candidate 101, and other board development programs
- Contribute topical articles to the ISBA publications
- Conduct virtual webinar training
- Support board members and superintendents in their leadership work via telephone and email
- Assist in the promotion of the many ISBA activities and opportunities for its members

This is an exciting and highly collaborative role with the ISBA team and other K-12 public education management associations and agencies. The successful candidate for this position should have the following skills and attributes:

- Well-versed in the best practices of school board governance
- Adept at problem-solving and able to support member needs
- Dedicated to staying abreast of the ever-changing world of public education
- A strong and effective written and oral communicator
- Able to develop and deliver adult education materials and curriculum
- Eager to work creatively and collaboratively with others
- Able to travel regularly to meet directly with public education leaders

- Possess at least a bachelor's degree in a related field
- Experience as a school board member or working directly with school board members is highly preferred

The position is full-time and will primarily work with the ISBA team in their office suite in Indianapolis. Remote work is available on Fridays and as needed throughout the week. Salary range is \$75K to \$95K and includes a comprehensive benefit package and paid time off.

The Indiana School Boards Association is a 501(c)4 nonprofit member services organization located in Indianapolis, Indiana. The mission of ISBA is to promote excellence in local school governance and serve as a powerful voice for Indiana public education. Interested applicants should apply online at isba.myrevelus.com. The deadline for submission is the end of the day on Friday, October 31, 2025.