



Howard County Association of Supervisors and Administrators Executive Director Job Description

*A complete application and all application materials, including a personal resume, letter of intent, and **two** references, one of which should be a professional reference, must be sent to nicholas_novak@hcpss.org by Friday, April 15, 2022.*

I. FUNCTIONS

Working under the direction of the Howard County Association of Supervisors and Administrators (HCASA) Board of Directors, the Executive Director:

- A. Assures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- B. Provides leadership in developing program, organizational, and financial plans with the Board of Directors and members and carries out plans and policies authorized by the board.
- C. Maintains official records and documents, and ensures compliance with federal, state and local regulations.
- D. Maintains a working knowledge of significant developments and trends in the field.
- E. Serves as the chief administrative officer of the Board of Directors and as a resource to all HCASA members.

II. ESSENTIAL JOB FUNCTIONS

- A. Acquire and maintain a broad working knowledge of developments and trends in the educational field related to educational administration and general education duties.
- B. Perform duties as the lead negotiator for HCASA (with the 1st Vice President) in collective bargaining with the HCPSS Board of Education.
- C. Serve as "association representative" (as defined in the negotiated agreement) for members facing disciplinary action.
- D. Attend all HCASA Board meetings and ensure that the board is kept fully informed on the status of the organization and important factors influencing it.
- E. Provide leadership in the development of programs, organizational and financial plans, and other policies in conjunction with the Board of Directors and members of the Association.
- F. Implement plans and policies authorized by the HCASA Board of Directors and members.
- G. Assist with maintenance of the official records, correspondence & documents of HCASA.
- H. Develop and maintain a long-range strategy in conjunction with the Board of Directors which achieves the Association's mission as it now exists and as it may develop in the future.
- I. Create and present an annual review and recommendations of the HCASA formal documents, including the HCASA bylaws and the HCASA Sick Leave Bank.
- J. Establish cooperative and efficacious working relationships and cooperative arrangements with community groups and organizations located within Howard County, Maryland.
- K. Attend OBRC and HCPSS board meetings as requested by the Directors. Represent the programs and point of view of the organization when attending OBRC and HCPSS board meetings. Report orally and/or in writing to the HCASA Board on meetings and secure all documents available relevant to HCASA.
- L. Develop and publicize activities of the HCASA and its programs and goals, through the monthly member newsletter and other means requested by the board.

- M. Collaborate with the Operations Manager to develop and maintain sound financial practices. Implement and comply with directives from Certified Public Accountant and or Counsel engaged by HCASA.
- N. Work with the Operations Manager and the board in preparing an annual budget; see that the organization operates within budget guidelines. Ensure that adequate funds are available to permit the organization to carry out its work.
- O. Effectively communicate HCASA concerns to HCPSS executive staff and effectively advocate for HCASA positions to said concerns.
- P. Jointly, with the president and secretary of the HCASA Board of Directors, conduct official correspondence of the organization, and jointly, with designed officers, execute legal documents.
- Q. Assist members with Article XII reimbursement procedures as directed by the HCASA Professional Development Funds Committee members.
- R. Manage the new member recruitment and enrollment process.
- S. Carry out/perform such other and additional tasks, functions and/or duties as assigned or requested by the Board of Directors thru its officers.

III. QUALIFICATIONS

- A. As a minimum, each candidate **must** meet the following requirements at the time of application:
 - Possess strong management and supervisory skills and experience.
 - Demonstrate strong leadership ability in strategic planning and staff relations.
 - Demonstrate excellent written and oral communications skills.
 - Hold a Master's Degree
 - Possess an understanding of educational law
- B. In addition, each candidate **should** possess:
 - Previous experience with school administration
 - Previous negotiations experience (or willingness to receive training).

IV. FEES

The Executive Director will be paid at a rate of \$100/hr. The number of hours required per month typically range from 35-45 depending on specific activities involved (member representation, negotiations, and other job tasks).