



Director of Board Development Job Description

Summary

The Director, Board Development is responsible for facilitating training and providing consultation to school boards in Missouri's public schools. Training is designed to develop and strengthen board members' overall effectiveness in school board responsibilities and strengthen the relationship between the board and superintendent. Apply through [Indeed.com](https://www.indeed.com) and include a cover letter and curriculum vitae.

Essential Duties and Responsibilities

The Director, Board Development contributes to the overall success of MSBA by performing the following essential duties and responsibilities:

1. Collaborate on the development and revision of departmental training materials based on effective governance practices.
2. Develop materials and provide training based on research in effective governance to include
 - a. Required training for new board members.
 - b. Customized training for local school boards and superintendents in their districts.
 - c. Webinars
 - d. Engaging eLearning courses using eLearning authoring tools
3. Develop and deliver conference presentations consistent with effective governance research and MSBA philosophy:
 - a. For MSBA events, such as regional meetings, conferences and Board of Director meetings.
 - b. On behalf of MSBA at state and national events.
4. Provide information and individual consultation to board member and superintendent inquiries regarding effective governance practices.
5. Assist with facilitation of school district strategic planning.
6. Assist with measuring, monitoring and reporting of progress for departmental activities.
7. Assist with application review and board member feedback for board member certification program.
8. Gather content, organize and develop departmental publications, tools and reports.
9. Represent MSBA on regional, statewide or national committees or task force groups.
10. Review and analyze the impact of proposed legislation and provide feedback to MSBA lobbyists.
11. Perform all other responsibilities as assigned.

Supervisory Responsibilities

This position has no supervisory responsibility but does assign tasks and projects to the Leadership Development Administrative Assistant.

Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

Required:

- A Bachelor's degree in Education
- A minimum of five years public school experience
- Knowledge and experience in the adult education techniques

Preferred:

- A graduate degree in Education or relevant field
- Three years' experience in a related position, i.e. providing professional development to adults
- Knowledge and experience with instructional design for online training
- Direct professional experience in working with boards of education

Requirements may be met by a combination of successful experiences where knowledge of education research and practices to promote student learning and continuous improvement is central.

Certificates, Licenses, Registrations

A valid Missouri driver's license is required.

Soft Skills

MSBA, as part of its commitment to providing customers with excellent products and service and to creating a productive work environment, expects all employees to:

1. Interact with members and business associates professionally
2. Represent MSBA in a positive and ethical manner
3. Be professional, courteous and friendly when communicating with people in person, over the telephone or via electronic media
4. Be patient, courteous and exhibit tolerance towards others with opposing views
5. Demonstrate a considerate, friendly and constructive attitude toward fellow employees
6. Follow MSBA's policies and procedures
7. Perform assigned tasks efficiently
8. Be punctual

Computer Skills / Office Equipment Experience

Proficient skills in using email and calendar functions, word processing, presentation development and spreadsheet use are required. Experience with Microsoft Office applications is essential. Ability to use MSBA's membership management software to find and update information. Ability to develop online surveys and reports using tools such as Survey Monkey and Qualtrics.

Language Skills

Effective written and verbal communication skills are a requirement. The person must be able to lead a discussion and convey abstract concepts. The person holding the job must be able to work in a team and make positive contributions to a team effort, routinely employ tact, courtesy, and concern for others in the workplace, and adapt and cope with circumstances that involve stress.

Excellent reading skills are required to read, analyze and synthesize educational information from professional journals, state/federal documents and manuals and other publications.

Mathematical Skills

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations is required.

Reasoning Ability

Ability to discern the needs of board members and superintendents and develop an appropriate response in alignment with MSBA policies and mission is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position. Reasonable accommodations are available to enable otherwise qualified individuals to meet these physical demands.

Occasionally 1-33% of the time

Frequently 34-66% of the time

Continuously 67-100% of the time

- The person who holds this position must be able to sit continuously.
- The person who holds this position must be able to stand frequently.
- The person who holds this position must be able to walk frequently.
- The person who holds this position must be able to bend over occasionally.
- The person who holds this position will make repetitive hand motions continuously.
- The person who holds this position must be able to lift or carry 10 lbs. or less frequently.
- The person who holds this position must be able to lift and carry up to 35 lbs. occasionally.

Travel

The person who holds this position will be required to travel frequently, primarily in-state.

Attendance

Regular attendance is an essential function of this position.

Employees are expected to work onsite unless the employee has been granted permission to work from a remote location.

Employees are expected to work from 8:00 am to 5:00 pm unless the employee's supervisor has approved a different schedule. The person who holds this position may be required to frequently work irregular hours.

Work Environment

The work environment for this position is typical of an indoor office setting. Potential distractions include phones ringing and people talking.

Disclaimer: This job description is subject to change at any time.

Missouri School Boards' Association is a private not-for-profit organization located in Columbia, Missouri, that exists to help school boards succeed in achieving their mission. MSBA serves as the unified voice of school board members throughout the state and provides board member training, comprehensive policy support, legal assistance, superintendent search guidance and other services.