

Maryland State Education Association Job Description

PROGRAM AREA: Center for Education Policy and Practice

POSITION TITLE: Assistant Executive Director

BARGAINING UNIT: None

AUTHORITY AND RELATIONSHIPS: Reports to the Executive Director

JOB DEFINITION:

This Center Director is responsible for planning, implementing, and directing the organization's programs and resources related to professional development, policy development and policy implementation.

The Assistant Executive Director is a strategic leader of the association's management team who shares accountability in executing the association's mission, goals, and annual priorities in pursuit of the association's vision and strategic plan.

As the Center Director, the management team member directs a staff engaged in the following program areas: 1) professional learning and training; 2) policy development; and 3) state and local support for policy implementation. The Director ensures effective execution of these programs in support of the association's mission, as well as the cross-organizational integration necessary for effective results and consistency. This Center Director will work closely with the Center for Affiliates and Advocacy, Center for Public Affairs, and the Office of the General Counsel in order to develop and implement programs and support association committees. In addition, the Director is responsible for overseeing the inclusion and involvement of MSEA leaders and members in the training and support of this program work. This position provides oversight to the appropriate related committees of MSEA and serves on various workgroups from time to time in relation to development of strategies, policies, and procedures that relate to the areas directed.

Significant in this role is the ongoing counseling and advice to the Executive Director, Assistant Executive Director, officers of the Association, the Board of Directors, local governance and staff, and management on the full breadth of education policy, regulatory changes that impact professional issues, and other administrative/regulatory updates related to association policy priorities.

QUALIFICATIONS:

- Bachelor's degree in Public Policy, Education, Political Science, Business Administration, or related discipline required, relevant advanced degree and/or certification preferred.
- Minimum five years of progressively responsible professional experience related to education policy and practice, policy analysis, and designing/managing national, state, and/or local programs/projects.
- Minimum five years of experience of effective skills in strategic planning, leadership, project management, supervision, and budgeting.
- Minimum five years of experience working for a membership/advocacy organization.

- Instructional and pedagogical experience in an array of education settings, i.e. PreK to graduate level, predominately PreK-12.
- Demonstrated oral and written communication skills, particularly in translating complex information/processes into simple, concise, direct communications intended for internal and external audiences.
- Proven excellence in public speaking, developing presentations, and trainings.
- Extensive experience with implementation of professional development to address an array of needs across multiple and diverse topics.
- Fluency and excellence in the issues relevant to the education profession, including induction and certification; pursuit of professional certifications; and with PreK-12 Maryland statutes and regulations.
- Strong project management skills—ability to develop structures, processes, and products, to address staff and members’ concerns.
- Demonstrated extensive experience in assisting members in understanding and implementing education reform policies and laws as well as experience in advocating for safeguards by evaluating/examining the challenges, resources, and opportunities available within their county.
- Strategic thinker who has the ability to build consensus across a diverse organization.
- Exceptional, proactive, detail-oriented project management skills. Ideal candidate will have managed the implementation of complex, integrated trainings, issues, or campaigns. This includes excellent time management and organizational skills and ability to juggle conflicting priorities and meet objectives consistently with minimal internal stress.
- Proven ability to work effectively with sensitive information and data and adhere to confidentiality requirements.
- Mission-driven professional who is energized in an ever-changing environment of shifting priorities
- Demonstrated commitment to strengthening public education and to diversity and equity.
- Demonstrated ability to work and communicate effectively with executive management at all levels of the association as well as governance and staff and members on an ongoing basis.
- Proven skill in developing, organizing, and sustaining programmatic initiatives.
- Highly effective skills in supervision, decision-making, oral and written communications, including effective presentation skills, interpersonal relations, team building, collaboration, financial and budget management.
- Experience working in partnership with local and national coalitions, leaders, associations, and/or universities regarding professional development and education reform, policy, and practice.
- Team builder and player.
- Flexibility with respect to schedule, working hours, travel, and work assignments, including ability to work late or on weekends when necessary.
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Maryland.

RESPONSIBILITIES:

- Manage, motivate, mentor, supervise, and evaluate the work of assigned staff.
- Manage the planning, budgeting, and controlling of Center operations ensuring that administrative activities and tactical efforts are consistent with and supportive of the overall mission and goals of the association.
- Responsible for the design and implementation of association professional learning programs and trainings, including appropriate coordination with the Maryland

Department of Education for accredited professional development to support required continuing education for educators in the state of Maryland.

- Direct and oversee the development of policy initiatives to support the priorities and mission of the association. This includes evaluating emerging factors and trends that impact the policy issues relevant to the association's policy goals.
- Track, monitor, and develop programs to support the implementation of priority policy initiatives at the state and local level.
- Prepare reports for submission to the Executive Director, Board of Directors, and the Representative Assembly.
- Ensure timely and successful completion of a variety of projects within budget.
- Coordinate with the Center for Affiliates and Advocacy and the Office of the General Counsel to promote and deliver professional learning and professional development programs, including the development of staff capacity in this area.
- Coordinate with the Center for Public Affairs and provide strategic council related to legislative support and policy planning to support MSEA's electoral campaigns. This coordination and support will include coverage of Maryland State Board of Education, Professional Standards Teacher Education Board, and other administrative and regulatory bodies that make decisions on issues related to licensure, certification, and the education profession.
- Ensure that MSEA's policy and practice work is interwoven and coordinated with MSEA's association mission, priorities, and strategic plan.
- Provide staff support for assigned MSEA committees, task forces, and workgroups.
- Respond to inquiries from leaders, staff, affiliates, and members.
- Serve as an effective member of the management team and staff colleague, leading with respect and professionalism.
- Perform other duties as assigned.

MSEA is an EQUAL OPPORTUNITY EMPLOYER.

Date of Employment: As soon as possible
Submission deadline: February 19, 2021
Email address: careers@mseane.org
Mail address: Sean Johnson, Executive Director,
Maryland State Education Association,
140 Main St., Annapolis, MD 21401-2020
Compensation: Starting salary of \$172,839