



Become a Key Player on our Team!

PROFESSIONAL VACANCY

Full-time MSAA Assistant Director

The Association seeks to engage a full-time individual who will assume an Assistant Director position for the MSAA.

The MSAA is a 501(c)(3) non-profit corporation whose members are school leaders. The Association serves to meet the leadership needs of elementary, middle and high school leaders and their schools through standing committee work, participation in statewide educational initiatives, and through professional development offerings for Association members and their staffs.

The Assistant Director position is a member of the Association Leadership Team that meets internally to address current and relevant topics to and ensure timely follow through to the membership; plans and facilitates committee-led, engaging meetings in which representative groups of the membership collaborate and address solutions to issues needed to regulate and control the activity it sponsors; and follows up by engaging the membership through effective communication.

Roles and responsibilities of the Assistant Director include but are not limited to:

Developing and coordinating systems and services to PreK – 12 Active and Retired Members

Providing school leaders with services designed to promote collaboration, communication, and continuous school improvement.

Collaborating with other professional and educational organizations for the improvement of elementary, middle, and high school education.

Advocating for the positions of the Association on significant local, State, and national issues.

Providing leadership and support in areas of student services to include non-athletic activities, wellness, leadership, and citizenship.

Providing executive leadership training for members of the Association and sponsor professional development programs to support the staff and schools of Association members.

Providing programming that supports the general welfare of the members.

Developing and implementing plans to ensure the development of future school leaders.

QUALITIES SOUGHT

A current educational leader with professional experiences consistent with the position.

An advanced degree in education, and/or educational leadership/administration.

A proven track record and administrative success in all previous professional position(s).

Demonstrates adaptability, flexibility and teamwork in work situations.

Accountable to the membership with effective and timely follow through.

Resolves problems using common sense based on the core values and beliefs of the Association. When dealing with issues and incidents that occur, the successful candidate understands that the integrity of the institution far outweighs the special interest of the individual.

Adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values and beliefs of the Association.

Salary – commensurate with experience and MSAA salary structure.

Benefits include: health, life, and disability insurance; 403b; paid sick leave and vacation days.

PROCESS

A cover letter of interest, a current resume, three current references, along with copies of all certifications to:

Dr. Robert Baldwin
c/o Bonnie LeMote
at blemote@miaa.net.

Applications will be accepted through Friday, April 29, 2022 at 5:00 p.m. (EDT).

The selection process will be completed by June 1. The successful candidate will begin their duties in FY 23.

Growing the Courageous Leaders of Tomorrow