GEORGIA ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

Job Title

GASSP Associate Executive Director

Line of Authority

The GASSP Associate Executive Director reports directly to the GASSP Executive Director.

Qualifications

Education: Post-graduate degree(s) in Educational Leadership or related fields
Experience Required:
- Middle school and/or high school level school administrative experiences (Three years of principalship at the Secondary Level required, with minimum of five years administrative experience overall)
- Recognized leadership in the principalship and/or the area of educational leadership
- Working knowledge of the state government processes
- Working knowledge of associations and association processes; and
- Conference and meeting planning skills

Job Skills

Because association professionals have many responsibilities, they must master a wide variety of skills. They must be good planners, coordinators, communicators, and people managers. Association professionals often work with volunteer committees and must be able to communicate well to the group and communicate the groups' wishes to the association. Effective association leaders should have knowledge of financial management and public relations. Skills such as communication, decision-making and problem-solving are important to the success of the leader and the association.

MANY RESPONSIBILITIES WILL BE PERFORMED IN CONJUNCTION WITH THE EXECUTIVE DIRECTOR. In addition, the Associate Executive Director may serve as the Legislative Liason.

GENERAL BUSINESS OPERATIONS RESPONSIBILITIES:
1. Represent the philosophy of GASSP in all aspects of work assignments as provided by GASSP bylaws, board of director policy, constitution, and GASSP committees
2. Provide input relating to planning and development for the goals, objectives and budget of the association
3. Maintain a good working relationship with the membership and be available to provide assistance upon request
4. Monitor and negotiate all insurance agreements for the association
5. Provide support to board members in the performance of their jobs
6. Maintain a good working knowledge of general association, state government and education issues
7. Demonstrate self-directed efforts of professional growth and performance
**SPECIFIC OPERATIONS RESPONSIBILITIES:**

1. [Conduct the coordination, contracting, maintenance, and updating of the technology operations and of website. Serve as an integral participant of website decisions, needs and maintenance
2. Negotiate prices and purchase of needed resources as determined by budget cycle
3. Coordinate the annual update/review of the GASSP Constitution/Strategic Plan
4. Coordinate with publisher on the production of the annual GASSP Membership Directory
5. Serve as GASSP Liaison to state associations as assigned by the GASSP Executive Director: (EX: GAEL, NASSP, etc.)
6. Serve as GASSP liaison in implementing state and national programs as relative to the middle school and high school level school in agreement with the GASSP Executive Director
7. Attend GASSP Region Meetings as assigned by GASSP Executive Director

**GENERAL ASSOCIATE DIRECTOR RESPONSIBILITIES:**

1. Provide professional development and support as needed to members of GASSP
2. Take a leadership role at the state level to identify needs and issues of secondary school administrators as they relate to the association, including but not limited to: gathering feedback, studying trends, researching, serving on task forces, working on state-wide committees, understanding legal issues
3. Participate as a member of the GASSP Board of Directors as it functions to assess member needs, to support association goals, to develop budgets, to design projects and formulate programs, but not limited to these
4. Provide leadership in planning award programs
5. Assist the Executive Director with the planning and operations of the GASSP conferences
6. Responds to mail, e-mail, and telephone inquiries as they relate to secondary school members and membership

**A. PERSONNEL**

1. Provides feedback to Board Members regarding their performance
2. Conducts regular meetings
3. Fosters positive staff morale

**B. FINANCE**

1. Maintains the good order of association finances according to approved accounting procedures
2. Provide oversight of GASSP investments/finances with accountant
3. Review and approve vouchers for payments
4. Prepares the annual budget
5. Prepares/secures financial reports on a regular basis for the Executive Board
6. Advises the Executive Board on the financial condition of the Association

**C. ADMINISTRATION**

1. Maintains an efficient operation of the association
2. Prepares Executive Board agenda, Board of Directors agenda, and monthly membership reports
3. Directs the preparation of educational materials such as newsletters, journals, news releases and research studies
4. Recommends policy and changes in policy to the Executive Board
5. Directs the maintenance of membership records and processing of applications
6. Establishes and maintains effective communications and correspondence
7. Makes reports and recommendations to the President and Executive Board
8. Administers the Association with all applicable state and federal laws
D. PUBLIC RELATIONS  
1. Represents GASSP in relations with other agencies and individuals  
2. Coordinates activities of the association with other groups to implement GASSP policies, goals and objectives  
3. Coordinates public statements made on behalf of the association and works continuously to enhance the image of GASSP  
4. Determines the appropriateness of proposed statements within established policies, bylaws, and resolutions of the Association.

E. CONFERENCE PLANNING  
1. Creates and develops logo, theme, marketing brochures  
2. Participates in the development/edits of workshop brochures/program/scripts  
3. Secures and manages audio visual support for the conference  
4. Interfaces with appropriate conference support to manage the conference planning  
5. Secures location, banquet orders, etc. for all related events  
6. Works with Site Conference Manager  
7. Fiscal responsibility for management of hotel contracts  
8. Secures and manages sponsored events, speaker contracts, housing for presenters and staff  
9. Secures sponsorships and funding for conference events/GASSP scholarships/Awards etc.

E. MEMBER RELATIONS  
1. Presents a positive and professional personal image.  
2. Provides members with pertinent information on a timely basis.  
3. Supervises the planning and coordination of conventions, workshops and other in-service training.  
4. Works continuously to improve communications.  
5. Serves as an ex officio advisor to all committees and commissions of GASSP.  
6. Responds to member needs and concerns.  
7. Attends meetings upon member request.

F. GOVERNMENT RELATIONS  
1. Represents GASSP in relations with the Georgia Department of Education, the Georgia Legislature and with other state and federal agencies.  
2. Disseminates pertinent legislative information to members.  
3. Provides leadership in the development of relationships with the DOE.

Intent:  
In addition to the above, the GASSP Associate Executive Director shall perform such other duties as may be directed by the GASSP Executive Director.

Salary negotiated within parameters of GASSP Budget.