

Job Description
Leadership Development Specialist
Washington State School Directors' Association

Department: Leadership Development

FLSA: Non-Exempt

Updated: February 2024

Reports to: Director of Leadership Development

General Description and Responsibilities:

The primary role of Leadership Development Specialist is supporting the professional development of school directors and board-superintendent teams in Washington state. This is accomplished through instructional design and development of curricular materials for trainings, workshops, and breakout sessions; developing resources and guidance in multiple modalities to support effective board governance and leadership; and delivery to school directors and board-superintendent teams for the purpose of professional development.

The Leadership Development Specialist serves as a member of WSSDA's Leadership Development (LD) branch. This position works closely with the Director of Leadership Development and the Leadership Development Coordinator, with frequent collaboration with contracted Leadership Development Consultants and Washington state school directors and superintendents. This Specialist will collaborate with WSSDA staff, WSSDA members, and stakeholders to identify, create, and support new or improved training opportunities across all branches.

Specific duties for this position include:

- 1. Contributing to the development and maintenance of a comprehensive professional development system for WA school directors and board-superintendent teams.**
- 2. Develop and update instructional materials for professional development programs, training, events, and services, including but not limited to:**
 - a. OnBoard professional learning system
 - b. In-district board workshops and retreats
 - c. Training programs for new or aspiring board members, including Candidate Workshops, Board Boot Camp, and New Director Network
 - d. Training programs for experienced board members, including Leadership WSSDA
 - e. Annual Conference content, including breakout sessions and pre-conferences
 - f. Online and printed resources, including publications, guides, and tools
 - g. Webinars and other instructional tools

- 3. Resource identification and adaptation of content and materials for professional development programs and services that may be delivered through multiple modalities and delivery vehicles**, including:
 - a. Seeking and reviewing applicable state and national research
 - b. Consulting with content-area experts, including but not limited to WSSDA staff and consultants
 - c. Consulting with school directors and administrators to diagnose needs and manage delivery of targeted professional development services that meet the needs of school boards and board-superintendent teams
 - d. Seeking, reviewing, and adapting a wide range of potential “ingredients” for use in OnBoard learning experiences and other professional development products and services
- 4. Instructional design**, including:
 - a. Analyzing the needs and goals of learners
 - b. Identifying a process to meet those learning needs and goals
 - c. Designing instructional materials and methods
 - d. Evaluating and measuring the outcomes to ensure the desired outcomes
 - e. Improving and updating instructional materials and methods
- 5. Align content and resources for use through multiple delivery vehicles**, including but not limited to:
 - a. In-person and virtual training
 - b. Board workshops/retreats
 - c. Online content
 - d. Publications and tools
 - e. Conferences and events
 - f. Webinars
 - g. Specialized programs
- 6. Continuous improvement of professional development experiences** through:
 - a. Evaluation of learner experiences
 - b. Data collection and analysis
 - c. Improvement and updating of instructional materials as needed
- 7. Collaborate with Communication team** to:
 - a. Support promotion of branch activities, resources, programs, and events
 - b. Ensure LD webpages are current and accurate
 - c. Support branch contributions to overall association publications, such as Member Updates and Direct
- 8. Effectively collaborate with other WSSDA staff members**
 - a. Work collaboratively with branch director, branch coordinator, and consultants to ensure timely communication within LD branch and across all WSSDA branches/departments and staff
 - b. Collaborate with other branches/departments, as needed, on projects, events, and programs

Other essential functions include:

9. Demonstrate a positive and collaborative attitude with WSSDA members, colleagues, supervisors, WSSDA's education association partners, and all persons with whom contact is required to conduct WSSDA business
10. Respond to telephone, email, text, and in-person requests for information and members' needs in a timely, professional manner and coordinate responses with branch director and/or other WSSDA staff
11. Strong writing skills with the ability to communicate effectively orally and in writing
12. Utilize strong project planning and organizational skills to prioritize workload, set deadlines, and work within established and shared timelines while maintaining accuracy and a strong attention to detail
13. Maintain confidentiality and use good judgment
14. Work well under pressure to meet sometimes competing deadlines
15. Skillfully using technology, as assigned, to support the needs of the branch, including use of Microsoft Suite (Word, Excel, PowerPoint), online file management (Box), project management programs (ClickUp, SmartSheet), virtual/remote meeting services, some graphic design software, mobile apps and services, social media, web updates and other technology
16. Represent WSSDA with education stakeholders
17. Available to work some evenings and/or weekends, and willingness to travel occasionally

Preferred Qualifications

- Bachelor's degree and a minimum of two years related professional experience OR three to five years of job-related experience
- Experience designing/developing and delivering instruction and other training for adults
- Demonstrated strong writing and presentation skills
- Excellent speaking, listening, and coaching skills
- Experience having served on and/or worked with school boards, education associations, and/or in K-12 or college-level education system(s)
- Excellent organizational, time management and multi-tasking skills and abilities.
- Proficient in the use of Microsoft Office Professional with special emphasis on using Word, Excel, Outlook, Access, and PowerPoint
- Demonstrated ability to calmly and competently manage multiple projects simultaneously
- Demonstrated positive experience in working productively with a diverse team

We have reviewed and understood the job description for Leadership Development Specialist.

Leadership Development Specialist

Director of Leadership Development

Executive Director

Date