



## **Executive Director Vacancy**

### **Utah Association of Secondary School Principals**

The Utah Association of Secondary School Principals (UASSP) seeks a qualified candidate to fill the position of Executive Director. The successful candidate is personable, knowledgeable about public education, has experience as an administrator in a secondary school and can effectively use social media platforms.

This is a part-time position. Starting Salary is \$30,000, negotiable, based on experience and qualifications. All approved expenses incurred as a UASSP representative are reimbursed by the organization.

Duties include, but are not limited to, the following:

- Membership Services
- Preparation, Planning and Orchestration of Professional Development Conferences
- Budget Development and Oversight
- Monitoring Legislation at the State and National Level
- Representing UASSP at legislative meetings, committee hearings, and other matters associated with legislation as it relates to education (UCEL and UPEC Representative)
- Maintaining and updating the UASSP Web Page
- Overseeing social media accounts
- Attending designated workshops and conferences on behalf of UASSP
- Acting as a resource for the Executive Board and Association Membership
- Office Management
- Other duties as directed by the UASSP Executive Board

Qualified Candidates may submit the following by midnight May 17, 2019:

- Letter of Intent (Why are you interested in this position? What are your qualifications?)
- Resume

#### **Timeline**

- Position Posted - May 7, 2019
- Closing Date - Midnight, May 17, 2019
- Finalists Notified - May 31, 2019
- Finalist Interviews - June 10, 2019
- New Executive Director Announced - June 11, 2019 @ Summer Conference in Park City, Utah
- Starting Date - August 1, 2019. (For planning and training purposes the start date may be moved up.)

The new Executive Director will be expected to attend the Summer Conference (June 11 - 13, 2019) and Executive Board Retreat (the evening of June 13, 2019 and the morning of June 14, 2019). Overnight accommodations will be provided.)

Submit to Jane Bradbury, Administrative Assistant UASSP, on or before May 17, 2019. All submissions must be electronic.

Email: [jane.bradbury@uassp.org](mailto:jane.bradbury@uassp.org)