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| **Board Leadership Engagement Associate** |

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| FLSA Status | Exempt |
| Assignment Category | Regular, Full-Time |
| Staff Work Months | 12 |
| Evaluated By | Director of Board Leadership |
| Reports To | Director of Board Leadership |

**JOB DESCRIPTION SUMMARY**

The Board Leadership Engagement Associate partners with the Director to manage services for school boards. Responsibilities will include, but are not limited to: the facilitation of strategic planning, community engagement, data analysis, coding, design of reports, and member engagement support.

**SUPERVISORY RESPONSIBILITY**

This position does not supervise other employees.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time position and hours of work and days are Monday through Friday, a standard of 40 hours per week is expected with some flexibility in hours to be allowed. The employee must be available, at the least, via cellular phone. This position regularly requires long hours and some weekend work.

Daily time logs will be completed to account for project management, accountability of assigned duties and responsibilities, and to support documented time devoted to Board Leadership programs and services provided to our Association members.

**TRAVEL**

This position requires travel. Travel may include overnights and some weekends, as necessary.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Organize, facilitate, and manage district strategic planning to support the leadership role of the board/superintendent.
* Design and present a proposal outlining the Association’s obligations to support the member district through Strategic Planning
* Modify and sign an Agreement including the proposed price and work the Association will provide through the strategic planning process
* Work collaboratively with the superintendent of the district to design and develop a district specific strategic planning timeline and process to conduct the superintendent and board’s vision for planning
* Administer a link to the District Profile
* Research and compile extant data to support the Needs Analysis and current demographics of the school district and community/communities represented by the district
* Sustain open and clear communication with the superintendent throughout the process
* Adapt our process to meet the specified needs and requests of the district
* Administer the stakeholder surveys (i.e., superintendent, administrators, certified staff, classified staff, students, parent surveys, community, and business leader) as appropriate
* Manage and monitor how stakeholders’ complete respective surveys
* Compile reports and forward to Bd Leadership staff members when reports are complete
* Request administrators complete the Comprehensive Needs Index
* Facilitate the Strategic Overview Committee Meetings and compile the feedback collected
* Facilitate the Community and Business Leader stakeholder meetings, as appropriate, compile the feedback
* Compile the data
* Analyze the data and develop the Needs Analysis
* Design the Strategic Plan Framework including the Guiding Principles, Objectives, Strategies, and Performance Indicators aligned to the needs identified in the District Needs Analysis
* Present the Needs Analysis and Strategic Plan Framework to the board, superintendent, and administrators
* Empower the superintendent and administrators to modify the Strategic Plan Framework to align to their vision and expectations for Strategic Planning
* Lead the board, superintendent, administrators through the prioritization process
* Align the plan to AQuESTT Tenets, Nebraska Framework, and/or COGNIA Standards
* Align the school district School Improvement Goals to the strategies within the plan
* Embed the Strategic Plan into the NASB template
* Present the SIT and Progress Analysis process to the superintendent and board president
* Share the NASB Standard Superintendent Evaluation including the Strategic Plan Performance Indicator to the board
* Advocate for the board to embed and align the Strategic Plan into the board meeting agenda platform to enable the board to monitor progress/success of the plan through board meetings
* Distribute the program satisfaction survey to the superintendent and board president
* Update the Master Spreadsheet to administer the Progress Analysis and Board Self-Assessment annually
1. Organize and facilitate community engagement.
* Design and present a proposal outlining the Association’s obligations to support the member district through Community Engagement
* Modify and sign an Agreement including the proposed price and work the Association will provide through the community engagement process
* Work collaboratively with the superintendent of the district to design and develop a community engagement process specific to the identified needs per the board-superintendent
* Develop a workflow and timeline to ensure all components of the process are completed and communicated in an appropriate and timely fashion
* Monitor the work of the district (superintendent/district contact) to ensure they are conducting the planning details to ensure the success of the process
* Develop materials to support the meetings
* Administer the stakeholder surveys (i.e., superintendent, board, administrators, certified staff, classified staff, students, parent, community, and business leader surveys) as appropriate
* Facilitate the Community and Business Leader stakeholder engagement meetings as appropriate
* Compile and analyze the data
* Create a Needs Analysis to be presented to the board and superintendent
* Present findings and options for how the board will use the data collected from this process
* Design and present a Strategic Planning proposal to support the development of goals with the data gathered through the Community Engagement process
1. Administer the Progress Analysis of goals develop and implemented through the Strategic Planning Process (three-to-four-year process)
* Request a current copy of the district Strategic Plan to embed the strategies into Qualtrics to support the analysis of progress by the superintendent and administrators
* Compile the results of the Progress Analysis forward to the Superintendent and Board President
* Contact the Superintendent and Board President to respond to questions following receipt of the report
1. Present Phase II Strategic Planning process
* Design and present a proposal outlining the Association’s obligations to support the member district through Strategic Planning
* Modify and sign an Agreement including the proposed price and work the Association will provide through the strategic planning process
* Work collaboratively with the superintendent of the district to design and develop a district specific strategic planning timeline and process to conduct the superintendent and board’s vision for planning
* Administer a link to the District Profile
* Research and compile extant data to support the Needs Analysis and current demographics of the school district and community/communities represented by the district
* Sustain open and clear communication with the superintendent throughout the process
* Adapt our process to meet the specified needs and requests of the district
* Administer the stakeholder surveys (i.e., superintendent, administrators, certified staff, classified staff, students, parent surveys, community, and business leader) as appropriate
* Request administrators complete the Comprehensive Needs Index
* Facilitate the Strategic Overview Committee Meetings
* Facilitate the Community and Business Leader stakeholder meetings, as appropriate
* Compile the data
* Analyze the data and develop the Needs Analysis
* Design the Strategic Plan Framework including the Guiding Principles, Objectives, Strategies, and Performance Indicators aligned to the needs identified in the District Needs Analysis
* Present the Needs Analysis and Strategic Plan Framework to the board, superintendent, and administrators
* Empower the superintendent and administrators to modify the Strategic Plan Framework to align to their vision and expectations for Strategic Planning
* Lead the board, superintendent, administrators through the prioritization process
* Align the plan to AQuESTT Tenets, Nebraska Framework, and/or COGNIA Standards
* Align the school district School Improvement Goals to the strategies within the plan
* Embed the Strategic Plan into the NASB template
* Present the SIT and Progress Analysis process to the superintendent and board president
* Share the NASB Standard Superintendent Evaluation including the Strategic Plan Performance Indicator to the board
* Advocate for the board to embed and align the Strategic Plan into the board meeting agenda platform to enable the board to monitor progress/success of the plan through board meetings
* Distribute the program satisfaction survey to the superintendent and board president
* Update the Master Spreadsheet to administer the Progress Analysis and Board Self-Assessment annually
1. Work cooperatively with the Director to develop, implement, and monitor progress of the Board Leadership Department goals associated with the NASB Strategic Plan.
* Participate in the development of goals for the Board Leadership Department.
* Fulfill assigned duties, responsibilities, and defined timelines that evolve through the identified goals
* Report progress/success of action taken to meet the identified goals.
* Provide continuous support and feedback to grow and expand the services and programs the Board Leadership Department provides boards/superintendents
1. Work collaboratively with the Director to foster a positive working relationship with the Nebraska Department of Education staff and Board of Education to support the mission of NASB and the programs and services we provide our members
* Monitor and assess the discussion, proposed actions, and strategic plan of the State Board of Education
* Identify opportunities to engage and grow the working relationship of the Association and the State Board of Education/Commissioner
* Observe State Board Education Board Meetings

7. Continually grow and develop personal training skills and knowledge to provide appropriate and effective Board Leadership services to members.

* Participate in learning opportunities to gain experience skill, knowledge, and the collective value and contributions to the Board Leadership Department and the services programs provided