



## Texas Association of Secondary School Principals

announces the opening for the position of

*Associate Executive Director for Middle Level School Services  
and Business Operations*

Applications sent via email should be addressed to:

Beverly Kauffmann at [beverly@tassp.org](mailto:beverly@tassp.org)

An email reply will be sent within 24 hours to candidates indicating their applications have been received. If a candidate fails to receive an email reply, candidates should contact Beverly directly at 512-443-2100 ext. 8504.

Applications sent via postal service should be mailed to:

Beverly Kauffmann, Administrative Assistant  
Texas Association of Secondary School Principals  
1833 S. IH-35  
Austin, TX 78741

Applications should consist of the following documents:

- Letter of interest
- Resume
- At least 3 letters of recommendation
- List of at least 4 professional references with current contact information

Applications will be accepted through the end of the business day on Friday, May 18, 2018. Questions regarding this position should be addressed to Archie E. McAfee, Executive Director, at [amcafee@tassp.org](mailto:amcafee@tassp.org)

The starting date will be July 1, 2018.  
The starting annual salary will be \$106,000.

# TEXAS ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

## Job Title

### **TASSP Associate Executive Director For Middle Level School Services and Business Operations**

## Line of Authority

The TASSP Association Executive Director for Middle Level Services and Business Operations reports directly to the TASSP Executive Director.

## Qualifications

Education: Post-graduate degree(s) in Educational Leadership & Supervision

Experience Required:

- Successful middle level school administrative experiences
- Recognized leadership in the principalship and/or the area of educational leadership
- Planning and organization skills
- Leadership and facilitation skills
- Oral communication skills
- Writing and editing skills
- Computer skills
- Design and marketing skills
- 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 fiscal management and public relations. Skills such as communication, decision-making and problem-solving are important to the success of the leader and the association.

Communication skills are critical to the success of a leader in an association. Connections to members, officers, board and committee members, speakers and more are built through effective and timely communication.

Decision-making is based on the effective written and oral communication and marketing of the association's mission and goals to the membership through choices of resources

and content as well as in the liaison setting in which the association commitment and direction are communicated.

Problem solving involves focusing on identifying effective means/medium of providing support and resources to the TASSP membership that will enable the practitioner to create an environment of continuous improvement. Problem solving activities include working as a member of the TASSP Leadership Team and functioning as a resource person for the membership in the areas of legal support, pedagogy, skill development, training, research, and methodology.

Included but not limited to these skills are the multi-faceted responsibilities of the director of an association. These skills are necessary as one serves the variety of customers in the association.

<b>Customers</b>
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- TASSP membership
- TASSP Board of Directors & Officers
- TASSP Staff
- TASSP Regional Coordinators
- TASSP Regional Assistant Coordinators
- TASSP Committee Chairs/Co-Chairs
- TASSP Committee members
- Nonmembers
- University professors
- RESC secondary school liaisons
- Graduate students (Education Admin. Certification Programs)
- Consultants
- Liaisons from other professional associations

**GENERAL BUSINESS OPERATIONS RESPONSIBILITIES:**

- Represent the philosophy of TASSP in all aspects of work assignments as provided by TASSP bylaws, board of director policy and TASSP committees
- Provide input relating to planning and development for the goals, objectives and budget of the association
- Maintain effective relationships with and among staff at all levels of the association
- Provide mentoring, support, training, counseling, evaluations and compliance with TASSP personnel policies among all employees
- Maintain a good working relationship with the membership and be available to provide assistance upon request
- Conduct periodic performance reviews with employees that may include recommendations for promotions, salary adjustments, growth plans and disciplinary action

- Provide oversight of TASSP investments with accountant
- Review and approve vouchers for payments
- Monitor and negotiate all insurance agreements for the association
- Maintain personnel files and approve staff leave requests
- Provide support to staff members in the performance of their jobs
- Maintain a good working knowledge of general association, state government and education issues
- Demonstrate self-directed efforts of professional growth and performance

**SPECIFIC OPERATIONS RESPONSIBILITIES:**

- Oversee and perform general operations and maintenance of the physical building and grounds
- Conduct the coordination, contracting, maintenance, and updating of the technology operations of TASSP, TASC, and TAFE
- Schedule technology training for the staff
- Schedule regular reviews of websites. Serve as an integral participant of website decisions, needs and maintenance
- Trouble shoot technical problems
- Monitor and request maintenance for all tech equipment
- Negotiate prices and purchase of tech equipment as determined by budget cycle
- Inform TASSP, TASC and TAFE Directors, TASSP President, attorney and other contributors about deadlines for submission of articles for the TASSP News Highlights. Oversee the production cycle
- Coordinate the annual update/review of the TASSP Strategic Plan
- Serve as TASSP liaison in implementing state and national programs as relative to the middle level school in agreement with the TASSP Executive Director
- Attend TASSP Region Meetings as assigned by TASSP Executive Director
- Perform additional duties as assigned by the TASSP Executive Director

**GENERAL MIDDLE-LEVEL SCHOOL DIRECTOR RESPONSIBILITIES:**

- Provide leadership and resources that help middle level school building administrators be effective in the daily performance of their jobs
- Provide professional development and support as needed to members of TASSP
- Take a leadership role at the state level to identify needs and issues of middle level 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
- Participate as a member of the TASSP Leadership Team 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

**SPECIFIC MIDDLE-LEVEL SCHOOL DIRECTOR RESPONSIBILITIES:**

- Research, review and evaluate middle level school resources for TASSP members
- Provide leadership in planning the TASSP Fall Program, Middle School Symposium, Assistant/Aspiring Principal Workshop, and New Principal Academy
- Assist the Associate Executive Director for Professional Development with the planning and operations of the TASSP Summer Workshop
- Respond to mail, e-mail, and telephone inquiries as they relate to middle school educators
- Respond to legal calls/documentation/follow-up of middle school educators
- Perform additional duties as assigned by the TASSP Executive Director

**SPECIFIC RESPONSIBILITIES IN PLANNING & MANAGING EVENTS:**

<b>TASSP Summer Workshop:</b>	<b>Support</b>
<b>Fall Program:</b>	<b>Primary planner</b>
<b>Middle School Symposium</b>	<b>Primary planner</b>
<b>Assistant Principals Workshop:</b>	<b>Primary planner</b>
<b>New Principal Academy</b>	<b>Primary planner</b>

- Creates and develops logo, theme, marketing brochures
- Participates in the development/edits of workshop brochures/program/scripts
- Secures and manages audio visual support for the conference
- Interfaces with appropriate conference support to manage the conference planning
- Secures location, banquet orders, etc. for all related events
- Works with Site Conference Manager
- Fiscal responsibility for management of hotel contracts
- Designs the training/programming
- Secures and manages speaker contracts
- Secures and manages sponsored events
- Secures housing for presenters and staff