**An Invitation to Apply for the Position of**

**EXECUTIVE DIRECTOR**

**Ohio Association of Pupil Services Administrators**

The Ohio Association of Pupil Service Administrators (OASPA) is seeking interested candidates for the position of Executive Director. The Executor Director will be directly responsible to and work with the elected OAPSA Executive Board for the benefit of the Association. The successful candidate will be an active or retired member of OAPSA and have the following qualifications:

* Documented current or past experience with successful leadership and management experience in pupil services in a school environment
* Demonstrate exemplary written and verbal communication skills
* Demonstrate experience in leadership in an educational organization
* Possess an understanding of school law and the legislative process
* Proficient in the Google suite and email communication

The duties and responsibilities of the position include:

* actively promote OAPSA membership as directed by the Executive Board
* serve as an advocate for the OAPSA members with legislatures and the ODE
* work collaboratively and build positive relationships with stakeholders in the educational community
* work cooperatively with Executive Board to plan for and work at the conferences and business meetings
* act as the OAPSA representative (at the direction of the Executive Board) to state and national conferences and committees
* submit reports of activities to the OAPSA membership and expenses to the Executive Board
* assist with budget planning and procedures
* Manage Ashland University credit
* complete such other responsibilities as directed by the Executive Board

**Compensation: Negotiable**

Send letter of interest and resume by March 2, 2018 to:

Dee Hepperly

Director of Special Education

Oregon City Schools

5721 Seaman Road

Oregon, Ohio 43616

email: Dhepperly@oregoncs.org

Office: 419.698.6000 x 3306

Fax: 419.698.6016