



# Notice of Vacancy

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## Board Development Specialist

Oregon School Boards Association  
1201 Court St., N.E., Suite 400  
Salem, OR 97301

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Oregon School Boards Association (OSBA) is a membership organization composed of school districts, community colleges, charter schools, and education service districts from around the state and is dedicated to improving student achievement through advocacy, leadership, and service to locally elected, volunteer Oregon school boards.

### **Supervision/General Position Description:**

This position exercises wide latitude in determining objectives and approaches to assignments and works under the supervision of and reports to the Director of Board Development. Performs other duties and responsibilities as assigned by the Executive Director or the Deputy Executive Director.

Creates and implements professional development activities grounded in research designed to develop and strengthen board members' overall effectiveness in school board responsibilities and boards' impact on student achievement. Creates written materials to enhance board development through in-person and virtual training such as webinars or virtual workshops. Provides advice or recommendations for members on school board leadership issues or concerns.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

### **Salary Range:**

Commensurate with experience and background, with a salary range of \$75,000-95,000 annually.

### **Employee Benefits:**

Employer paid medical, dental, vision, life, and disability insurance with no employee out of pocket. Employer paid HSA contribution up to the 2023 IRS annual limit, prorated based on starting date. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

OSBA allows remote work for those residing within the State of Oregon. An initial in-person probationary period may be required upon hire before an individual is permitted to work remotely. This position will be required to travel throughout Oregon to provide trainings to members.

### **Essential Job Functions:**

Develops and implements workshops designed to provide board training for board members and administrators.

Develops and implements programs for statewide conferences or conventions as necessary or desirable to make board members and administrators aware of current issues or topics of interest.

An Equal Opportunity Employer

Presents at state, regional, and national workshops as assigned.

Assists all departments of the association as they plan workshops on board development topics to assure appropriate use of staff and facilities and assists with programs when requested.

Develops online workshops/webinars as assigned.

Provides consultation to whole boards and/or individual board members and administrators on school board issues either by phone or in person.

Provides executive search services as needed.

Prepares written materials to provide board development information to school board members, administrators, and other district staff.

Conducts reviews of research on topics of relevance for the Board Development department.

Maintains high visibility and credibility within the fields of board leadership and training.

Remains current on developing topics and changes in research pertaining to school governance to inform and help OSBA members.

Willingness to engage in professional development activities.

Works independently in such a manner that advances the OSBA's goal of quality service delivery to OSBA members.

Works effectively as a team member and can collaborate and communicate verbally and in writing with colleagues, clients, board members, superintendents, and stakeholders from organizational partners. Actively participates in internal meetings.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic and educational backgrounds.

Demonstrated ability to work under tight time frames while managing competing demands and priorities and adapt to frequent changes in workload and priorities.

Attends organizational meetings, staff trainings and staff meetings as required.

Regular and reliable attendance is required.

**Marginal Job Functions:**

Serves as liaison to appropriate state and national organizations as assigned.

Travel to attend out of state events.

**Physical Qualifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee is required to drive and travel extensively throughout the state and accommodate the evening and weekend schedules inherent in providing service to school boards.

**Minimum Job Qualifications:**

Graduate or undergraduate degree in education, public policy or a related field preferred but not required. A minimum of three (3) years' experience in a related position (e.g. training/facilitation).

Knowledgeable of and possesses skill in facilitation, public speaking, and decision-making processes.

Experience in hiring/recruiting/interviewing preferred, or willingness to be trained in executive search functions.

Experience in, or knowledge of, the Oregon public education system and the operation of local governing bodies.

Knowledge of adult education techniques and/or experience with adult learners is highly desirable.

Knowledge of and experience in dealing with major issues in the field of public education including: personnel, instruction, students, educational reform, elections, finance, school law and equity issues.

Demonstrated ability to gather and analyze information skillfully; synthesizes complex or diverse information; collects and researches data; designs workflows and procedures; identifies and resolves problems promptly; develops alternative solutions; works well in group problem-solving situations; able to facilitate group processes in consensus building, conflict management and resolution, planning and decision making.

Proficiency in the English language, including vocabulary, spelling, grammar, punctuation, syntax, and reference skills. Demonstrates concern and commitment to quality and detailed written communications; varies writing style to meet needs; can read and interpret written information.

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; adapts to the needs of the participant group.

Experience working with locally elected school district, education service district, public charter school, and community college board members as well as superintendents and community college presidents or experience in working with local, state, and federal agencies preferred.

Demonstrated website content management abilities or willingness to learn.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic, and educational backgrounds.

Willingness to travel extensively throughout the state, primarily by driving, and accommodate the evening and weekend schedules inherent in providing service to members. Travel constitutes approximately 25% of work hours.

**To apply:**

Submit the following materials to:

1. A cover letter;
2. A current resume;
3. Names and contact information for 3 references;
4. A completed application.

**Reasonable Accommodations:**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Differently abled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

**For an Application contact:**

Oregon School Boards Association  
1201 Court St., NE, Suite 400  
Salem, Oregon 97301  
Phone: 503-588-2800  
Fax: 503-588-2813  
[www.osba.org/jobs](http://www.osba.org/jobs)

**Hiring Schedule:**

Open Until Filled

OSBA values a diverse workplace and strongly encourages women, people of color, LGBTQIA2S+ individuals, differently abled individuals, members of ethnic minorities, foreign-born residents, and veterans to apply.

OSBA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.