

ANNOUNCEMENT OF VACANCY
Director of Member Services
Wyoming School Boards Association

The **Wyoming School Boards Association (WSBA)**, located in **Cheyenne, Wyoming**, is accepting applications for a **Director of Member Services**. The successful candidate should have demonstrated successful education, management, and administrative experience in order to provide support in developing and delivering programs and services for member districts and in supporting the advocacy agenda of the association. This position will be undergoing a revision and the candidate selected will be, in part, responsible for reshaping the position. Salary will be commensurate with education and experience and includes a comprehensive benefits package.

The successful candidate will have a familiarity with leadership development, training, and the state of education in Wyoming. Demonstrated experience in working with boards is required. Strong communication, organization, and program management skills are desired. A graduate or professional degree is preferred.

WSBA is the official voice of its local member school boards. The mission of WSBA is to educate, support, and inspire school board members to strengthen public education for all Wyoming students. This position will help to meet member needs.

By pooling resources through its members, WSBA provides services which one school board could not economically provide alone. Educational services, financial services, and practical publications are among the many services provided to WSBA members. In addition, WSBA represents the interests of its members before the State Legislature, State Board of Education, and other state and national agencies.

The position is based out of the WSBA Office, located in Cheyenne, Wyoming. The successful candidate will be required to travel regularly in state and periodically out-of-state. Cheyenne has an estimated population of over 66,000 and is located approximately 90 miles north of Denver, CO. Cheyenne is the state capital and largest community in Wyoming.

Application materials can be mailed to Wyoming School Boards Association, 2323 Pioneer Avenue, Cheyenne, WY 82001 or can be submitted via e-mail to wsba@wsba-wy.org . Closing date: October 4, 2019 or until filled.
--

A completed application file will include:

1. A Letter of Application (Stating why you are qualified for the position)
2. A current, complete Resume
3. Written responses to the DMS Screening Questions (see following page)

Note: Transcripts of college credits may be requested at a later date.

Letters of recommendation or references may be requested at a later date.

Director of Member Services Screening Questions for Wyoming School Boards Association

Responses to the following questions will be used in screening candidates. Please limit responses to a total of **two (2) pages**.

- 1) What experiences and personal accomplishments lead you to believe you can be successful if hired for this position?

- 2) What background or experience do you have in working with boards and how might this help you to be successful in this position?

- 3) What experience do you have in leadership development and how might this help you to be successful in this position?

- 4) What background or experience do you have in developing new programs or services? How might that help you to be successful in this position?

- 5) Describe your background with personnel management, specifically noting any experience with recruitment or hiring.

Submitted by (Name): _____

Instructions for sending Superintendent Screening Questions:

Via mail: **Wyoming School Boards Association**
 Director of Member Services Search
 2323 Pioneer Avenue
 Cheyenne, WY 82001

Via Email: **wsba@wsba-wy.org**