

Wyoming Association of School Administrators

WASA

Position: Executive Director of WASA

Salary: \$108,000 + Compensation for travel, quality professional development, national membership in AASA and the State Association of School Administrators Executive Directors, and as needed secretarial support.

Closing Date: November 3, 2023

Essential Functions and Responsibilities

- Keep accurate records of all meetings of the Association and all meetings of the Executive Committee
- Conduct the business of the Association as provided by the [Constitution and Bylaws](#).
- Invoice, receive and account for all monies due to the Association and transmit them to the account of the Wyoming Association of School Administrators.
- Maintain a current record of all members and membership status.
- Shall be secretary of the Executive Committee and custodian of all property of the Association.
- Facilitate, manage and produce the annual Spring Conference.
- Submit an annual report to the Association members.
- Develop long term goals and objectives for the Association Members to consider
- Provide testimony in Committees and Legislative Sessions as needed
- Provide support and mentoring for superintendents and ensure all members are supported through a peer group
- Recruit and maintain corporate sponsors through positive relationships
- Participate in regional meetings
- Manage all awards

Knowledge

- Knowledge of the superintendency with relevant job experience and academic credentials.
- Knowledge of Wyoming politics with experience lobbying State Legislators.
- Knowledge and experience working with school boards.

Skills

- Communication skills with documented experience of collaborating, problem solving, and experience with conflict resolution.
- Ability to recruit and retain Association sponsors that can provide applicable services to Wyoming school districts.
- Participate in the superintendent hiring process as requested
- Ability to effectively mentor superintendents

Work Activities

- Build positive relationship with Association partners (WSBA, UWYO, WEA)
- Dissemination of information to Association members
- Preparing and planning of Association conferences and Executive Committee meetings.
- Build a positive relationship with WDE Leadership and staff.
- Build a positive relationship with AASA Leadership and staff.
- Actively participate in the Association of State Executives (ASE)

Minimum Qualifications

- 5 years of experience as a Superintendent
- Preferred: Experience in Wyoming: Knowledge of Wyoming Politics, and the Funding Model

Interested candidates should submit a letter of application and a resume to Ryan Thomas at rthomas@uinta1.com. Applications will be screened and candidates to interview will be selected by the WASA Executive Committee. Interviews will be conducted by the Executive Committee on November 14, 2023, prior to the WSBA Annual Conference in Casper, Wyoming. The name of the successful candidate will be released on Wednesday, November 15 during the WASA Regular Meeting in Casper. The successful candidate will assume the responsibilities of the Executive Director on July 1, 2024.