



Vacancy Notice

Executive Director South Carolina ASCD

South Carolina ASCD is seeking an effective, part-time executive director. Working closely with the board, the executive director assists the president and the board by implementing the policies and programs of the affiliate and running day-to-day operations. The executive director serves as the first point of contact with the public, as well as other agencies, associations, and ASCD. S/he serves as the liaison with state education agencies, as well as state-level professional education associations.

The executive director is required to possess active membership in ASCD (formerly Association for Supervision and Curriculum Development) and the SC affiliate, one or more graduate degree(s), administrative experience, information technology skills pertinent to the responsibilities of the position, communication and organization skills, and a commitment to the affiliate.

Terms of Employment: Part-Time
Salary: Negotiable
Application Deadline: Open Until Filled

Overview of Job Responsibilities

- Serves as Chief Operating Officer and the administrative representative of the affiliate, supporting the decisions of the board of directors.
- Serves as the official correspondent for the affiliate.
- Serves as ex-officio, non-voting member at board and executive council meetings.
- Prepares Affiliate Data Profile annual report for ASCD and maintains archive of affiliate records and communications.
- Attends all board meetings, executive council meetings, conferences, and other association activities as determined by the president.
- Oversees planning and verification of affiliate elections.
- Serves as liaison with state and provincial government education agencies, as well as state-level professional education associations.
- Provides leadership regarding planning for board meetings and professional development events.
- Makes arrangements for professional development events, including contracts with exhibitors, hotels, meeting rooms, and other needs.
- Performs any other functions appropriate to the office of the executive director, which may be assigned by the board or by the president.

Executive Director South Carolina ASCD

Job Contact Information

Please submit 1.) Letter of Interest which addresses each qualification and 2.) Résumé that includes professional work history and References. Attachments should be emailed as PDFs to: scascd@scascd.org

Statement of Non-Discrimination: South Carolina ASCD does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law.