



Texas Association of Mid-Size Schools
Position of Executive Director

Arrow Educational Services, Inc., has been selected to assist the Texas Association of Mid-Size Schools in the search for a new executive director to replace Sandy Schwartz who is retiring.

The search will be led by Dr. Russell Marshall, president of Arrow Educational Services, Inc., assisted by Mr. Jim Dunlap, chief operating officer and lead consultant.

Current information can be found on www.tasanet.org as well as www.arrowsearchinc.com.

What is the Texas Association of Mid-Size Schools?

The Texas Association of Mid-Size Schools is a 501(c)6 nonprofit professional association established in 1990. Today, TAMS proudly serves 194 member school districts in Texas TAMS provides networking and professional learning opportunities, legislative advocacy, and information targeted primarily to districts serving student populations ranging from 1,600 to 5,000. This calculates to almost 20% of Texas school districts, their staff and board members

The organization's mission is to provide financial information affecting the students and communities served by TAMS and to develop and promote leaders create and sustain quality education in a public school environment.

We believe that:

- A quality public education is critical to a healthy democratic society and vital to our state and nation.
- The development of leadership capacity is critical to the success of Texas public schools.
- Dynamic partnerships are necessary to carry out our work.
- We must cultivate a broad network of allies committed to strengthening public education in our state and nation.
- The participatory nature of the organization is vital to the success of our mission.

JOB DESCRIPTION**Job Title:** Executive Director**Date Revised:** May 1, 2019**Reports To:** The Executive Committee through the President**Salary:** \$65,000 - \$75,000**Commitment:** Part time**Primary Purpose:**

The Executive Director of the Texas Association of Mid-Size Schools provides overall direction and management of the organization to attain its mission and goals. Other key duties include sponsorships, membership, and advocacy efforts.

Major Responsibilities and Duties:

Board Governance. Works with the board in order to fulfill the association's mission.

1. Lead the association in a manner that supports and guides its mission, as defined by the Executive Committee.
2. Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Executive Committee to function properly and to make informed decisions.
3. Represent the association through written and oral communication in pursuit of established goals.

Operations. Oversees and implements appropriate resources to ensure that the operations of the association are appropriate.

4. Serve as the Chief Executive Officer of the association.
5. Ensure that the association's business is conducted in conformity with the association's policies, its constitution and by-laws, and other applicable laws and regulations.
6. Sign all approved notes, agreement, and other instruments made and entered into and on behalf of the association.

Financial Performance and Viability. Develops resources sufficient to ensure the financial integrity and health of the association.

7. Submits to the Executive Committee and Board a proposed annual budget for approval, which accurately reflects the financial condition of the association.
8. Operates within the approved budget, ensuring maximum resource utilization and maintaining a positive financial position for the association.
9. Seeks out and secures corporate sponsorships.

Mission and Strategy. Works with the Executive Committee, Board, and membership to ensure that the mission is fulfilled through programs, strategic planning, and advocacy efforts.

10. Facilitate the implementation of the association's programs that carry out its mission.
11. Provide governmental leaders with current information on education issues, participate in the development of the association's legislative agenda, and represent the association's interest in the legislative and rulemaking process.
12. Provide membership with up-to-date information on education issues determined by the association's legislative agenda.
13. Work closely with the TAMS lobbyist, president, and/or legislative consultant, to maintain political effectiveness of the association during legislative sessions and the interim.
14. Communicate with stakeholders and friends of TAMS.
15. Promote and oversee corporate partnerships in the association.
16. Schedule and organize membership meetings, coordinate the activities of TAMS committees, and develop ways to increase membership and strengthen communication within the association.
17. Develop and maintain effective relations with the regional service centers, other professional associations, educational entities, public/state officials, lay organizations, and the general public.
18. Direct the development and implementation of programs, conferences, and activities to strengthen the association's role in fostering educational leadership.
19. Develop and maintain an effective relationship with the association's corporate partners.

20. Oversee the maintenance of the association's website and database.
21. Perform other duties as directed by the Executive Committee, through the president, or which may be required by the constitution.

Job Qualifications:

Professional Qualifications:

Minimum of 5 years of experience as a Superintendent

Competencies

Proven success in the following job competencies:

1. Communication and presentation
2. Strong organizational habits
3. Relationship building and customer focus
4. Champion for change
5. Influencer
6. Transparent and high integrity leadership
7. Problem-solving and decision making
8. Understanding of legislative process

Working Conditions:

Physical Work Demands

1. Able to sit and work at a computer keyboard for extended periods of time.
2. Able to stoop, kneel, bend at the waist, and reach on a daily basis.
3. Able to lift up to 50 pounds occasionally.

Mental Work Demands

1. Regular and on-time attendance.
2. Works with others.
3. Verbal contact with others.
4. Travel, often overnight, required.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

How to Apply: Complete application form and submit requested information to Arrow Educational Services, Inc. found at www.arrowsearchinc.com

Contacts: Dr. Russell Marshall, russell@arrowsearchinc.com

And Mr. Jim Dunlap jim@arrowsearchinc.com or Jdunlap125@gmail.com
or jim@texasisd.com

Closing Date: Friday, June 7, 2019

The Texas Association of Mid-Size Schools is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

All applicant information will be kept confidential according to EEO guidelines.