EXECUTIVE DIRECTOR

Job Description, Procedures, and Evaluation

The Executive Director shall be the executive officer of the association. The Executive Director shall conduct the business of the association as prescribed by the Constitution and By-Laws and as directed by the Board of Directors.

Qualifications

▪ Works effectively with the public, the education community, and local and state government officials.
▪ Demonstrates ability in the field of education administration and instructional supervision.
▪ Speaks effectively.
▪ Organizes programs for groups of people.
▪ Accepts and delegates responsibility and authority.
▪ Demonstrates good judgment.
▪ Exhibits knowledge of major issues in educational administration.
▪ Exhibits a philosophy of education that aligns with the mission, beliefs, and goals of GACIS.
▪ Demonstrates the ability to work independently and be self-motivated.

Primary Duties and Responsibilities

▪ Represents the organization through positive relationships with external stakeholder groups, such as the Georgia Department of Education, the State Board of Education, the Georgia General Assembly, other state education groups, colleges and universities, and non-educational groups.
▪ Communicates clearly and effectively with members and external stakeholders.
▪ Promotes membership in GACIS and counsels with members on professional roles, responsibilities, and concerns.
▪ Publicizes association policy positions through news media and other resources.
▪ Prepares agendas and maintains records of all meetings of GACIS and the Board of Directors.
Approves and maintains records of all financial transactions and acts as custodian of all property.

Conducts the regular correspondence and mailings of the association.

Keeps current with state and national developments affecting curriculum, instruction and assessment trends.

Keeps membership informed concerning timely and relevant issues of state and national importance.

Serves as a resource person in providing materials and information for conferences, meetings, and workshops.

Works with representatives of other educational organizations in coordinating state and federal legislative activities which meet the needs of the membership.

Supports the development of annual legislative priorities for the organization.

Keeps informed on the actions and concerns of GAEL and its affiliates.

Implements programs and policy formulated by the Board of Directors.

Serves as the organization’s official spokesperson.

Leads the organization’s sponsorship and corporate partners activities.

Develops an annual budget for approval by the Board, approves all transactions, reviews and analyzes monthly financial statements.

Oversees tax, audits, insurance, incorporation, and legal matters.

Negotiates and executes contracts.

Secures national experts for speakers, plans and coordinates all facets of GACIS conferences and professional learning activities, and oversees the production of the event program.

Maintains the GACIS Website and social media platforms.

Terms of Employment

The Executive Director is employed for 150 days from July 1st to June 30th at a salary to be determined by the Board of Directors. A multi-year contract, not to exceed three years, may be offered upon majority vote of the Board of Directors.
Compensation and Benefits

The salary and benefits of the Executive Director shall be established annually by the Board of Directors, upon the recommendation of the Executive Board. GACIS shall support the membership of the Executive Director in professional organizations.

Evaluation of the Executive Director

The Executive Board shall evaluate the performance of the Executive Director at least once annually. The method of evaluation shall be agreed upon by the Executive Director and the Executive Board. The findings of the evaluation shall be reported to the Board of Directors. The Executive Director shall provide quarterly reports of activities to the Board of Directors.