



National Association of State Directors of Special Education, Inc.

225 Reinekers Lane, Suite 420, Alexandria, VA 22314

Tel: 703/519-3800 Fax: 703/519-3808 www.nasdse.org

EXECUTIVE DIRECTOR FOR NASDSE

Job Responsibilities

PROFESSIONAL QUALIFICATIONS:

- A Master’s degree or higher and experience within a public educational system
- Transparent and high integrity leadership
- Five or more years of extensive knowledge and application of IDEA
 - Preference will be given for experience as State Director of Special Education
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of organization’s strategic plan to various stakeholders
- Knowledge of, or experience in acquiring non-dues revenue sources unique to non-profit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse stakeholders at the local, state and federal level
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability that includes application of research, evidence-based practices and data

Minimum Required	Preferred
<ul style="list-style-type: none"> ● Master’s Degree ● Experience within public education ● Managing budgets with multiple revenue sources ● Experience with interpreting and applying the Individuals with Disabilities Education Act ● At least 3-5 years in a management/leadership position ● At least 3-5 years’ experience supervising staff ● Experience working with local, state or national Boards. 	<ul style="list-style-type: none"> ● Master’s or higher in education related field ● Experience within Special Education ● Knowledge of, or experience in leadership role with non-profit(s) ● Experience developing and refining state or federal policy. ● Ability to convey a vision ● Skills to collaborate with and motivate board members and other volunteers ● Strong written and oral communication skills (option to request a writing sample, complete a

Minimum Required	Preferred
<ul style="list-style-type: none"> ● Experience with public speaking ● Strong written communication skills ● Strong oral communication skills ● Ability to interface and engage diverse stakeholders ● Strong public speaking ability that includes application of research, evidence-based practices and data 	<ul style="list-style-type: none"> ● project or do a presentation) ● Ability to interface and engage diverse stakeholders at the local, state and federal level

ACTUAL JOB RESPONSIBILITIES:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as NASDSE’s primary spokesperson to the organization’s constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the states and federal level to utilize those relationships to strategically enhance NASDSE’s Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, non-dues revenue acquisitions and to increase the overall visibility of the organization throughout the State.
6. Supervise, collaborate with organization staff including off-site/telecommuting staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Extensive national travel required.
12. Make recommendations to the Board to the regarding the organization’s efficiency and/or commitment to the mission.
13. Other duties as assigned by the Board of Directors

Compensation will be commensurate with experience and other qualifications. Quality benefits package includes health benefits.