



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

JOB DESCRIPTION OF THE EXECUTIVE DIRECTOR FOR NASDSE

The Executive Director is the key management leader of NASDSE. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. NASDSE's mission statement reflects the complex nature of the work NASDSE members are engaged in on a daily basis, and highlights the emphasis NASDSE places on establishing and maintaining collaborative relationships during the development and implementation of education policies and practices impacting students with disabilities. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance: Works with the NASDSE board in order to fulfill the organizations' mission.

- Responsible for leading NASDSE in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of NASDSE, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for developing non-dues revenue sources to support NASDSE's mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of NASDSE's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that NASDSE can successfully fulfill its Mission into the future.
- Responsible for the enhancement of NASDSE's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

Organization Operations. Oversees and implements appropriate resources to ensure the operations of the organization are appropriate.

- Responsible effective administration of NASDSE operations.
- Responsible for the hiring and /or contracting of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.