

**NOTICE OF VACANCY**  
**West Virginia Association of School Administrators**  
**Executive Director**

The West Virginia Association of School Administrators (WVASA) is seeking the services of an Executive Director on a contracted basis. The WVASA is an organization consisting of county and state public education administrators.

Expressions of interest and a resume detailing qualifications, experience, and references, are to be submitted to: Mr. Blaine C. Hess, WVASA President, c/o Jackson County Schools, Box 770, Ripley, WV. The deadline for the receipt of application materials is Monday, October 3, 2011.

**West Virginia Association of School Administrators**  
**Executive Director (Contracted Position)**  
**Job Description**

**Qualifications:**

1. Successful administrative experience.
2. Professional degrees and training required for success as an educational administrator and/or chief executive officer.
3. Excellent verbal/written communication skills.
4. Excellent computer and word processing skills.
5. Positive evaluations and/or recommendations from professional associates, employers, and/or supervisors.
6. Philosophy compatible with the West Virginia Association of School Administrators.

**Compensation:**

- Salary: \$20,000 - \$24,000 (To be negotiated based on experience and skills. A flexible work schedule will be developed based on the needs of the Association and approved by the Executive Committee.)
- No fringe benefits
- Travel allowance (Negotiable)

**Duties:**

1. Work under the authority and at the direction of the WVASA Executive Committee to complete tasks related to the operation and promotion of the Association.
2. Create and maintain a favorable public image of the Association as a representative of public school educational leaders in West Virginia.
3. Maintain and operate all facets of the WVASA Office.
4. Responsible for the communication efforts of the Association, including press releases, website updates, and facilitates the National Superintendent of the Year Application process.

5. Work in cooperation with the WVASA President to prepare for all meetings of the Executive Committee and the Membership.
6. Work in cooperation with the WVASA Vice President to plan and implement all seminars and conferences of the Association, including program design and preparation.
7. Work in cooperation with the WVASA Secretary/Treasurer to ensure the effective fiscal operation of the Association.
8. Maintain fiscal records of the Association and makes timely deposit of funds into accounts of the Association.
9. Establish and maintain positive working relationships with local, state, and national legislative members.
10. Maintain an active role in the Association's legislative efforts and coordinate efforts with the Association's Legislative Committee.
11. Provide effective leadership by providing up-to-date educational information to support education administrators.
12. Attend state, national, and other meetings, as requested by the Executive Committee, to represent the Association.
13. Perform other duties as assigned by the Executive Committee.