

**Mississippi Association of School Superintendents
Job Description – Executive Director**

Employee shall devote substantially all his business time and attention to the practice of his profession for the Association.

Employee shall be responsible for organizing and supervising activities that promote public education, the Association, and its membership.

Employee shall be responsible for lobbying the Mississippi legislature on behalf of the Association in the interest of public education as determined by the legislative agenda of the Board of Directors.

Employee shall be responsible for the management of the financial resources of the Association with the assistance of the treasurer. Monthly financial reports shall be made to the Executive Committee and Board of Directors.

Employee shall oversee the professional development of the membership by:

- 1. Training new Superintendents through the Superintendents network.**
- 2. Providing training opportunities for experienced Superintendents through Advanced Leadership opportunities.**
- 3. Seeking additional opportunities when possible for training members of the Alliance of Educational Leaders of Mississippi.**

Employee shall be responsible for hiring staff, part time and full time, as needed for conducting the activities of the Association.

Employee shall oversee the planning and implementation of the annual Winter conference and Summer convention.

Employee shall visit regional meetings of Superintendents when requested, within reason.

Employee shall be responsible for preparing the agenda for Board meetings in consultation with the President of the Association.

Meet with Executive Directors of other similar Associations from time to time as deemed necessary.

Carry out other activities as may be added from time to time by the Executive Committee or Board of Directors.