



CCOSA

The Cooperative Council for
Oklahoma School Administration

OASSP & OMLEA Executive Director
Oklahoma Association of Secondary School Principals (OASSP)
Oklahoma Middle Level Education Association (OMLEA)
Cooperative Council for Oklahoma School Administration (CCOSA)

Date Posted: January 10, 2023

Location: CCOSA Office Oklahoma City, OK

Closing Date: As soon as possible or until filled, but no later than April, 2023.

Position Start Date: July 1, 2023

Salary: TBD, at will position

Reports to: Cooperative Council for Oklahoma School Administration Executive Director

Terms of Employment: Twelve months a year.

Education, Qualifications, Requirements and Experience: Master's Degree, Administrative Certification with 5 years or more of successful middle level and or high school public school experience.

Major Job Responsibilities:

- Serves as the Executive Director of OASSP and OMLEA.
- Promotes OASSP, OMLEA and CCOSA membership
- Responsible for OASSP, OMLEA and NASSP state, regional and national meetings.
- Serves on CCOSA leadership team and performs all duties as directed and assigned by the CCOSA Executive Director.

- Develops close working relationships with the State Department of Education, educational associations and other agencies.
- Provides leadership in the promotion of legislative goals and objectives of OASSP, OMLEA and CCOSA.
- Works collaboratively in the planning and implementation of CCOSA professional learning and trains and/or serves a role in training as the leader of both associations.
- Serves as the liaison between NASSP and state coordinators of National Honor Society and Student Council.
- Prepares articles for *Better Schools* and other publications as needed or as directed by the Executive Director.

Job Description: Attached

Application Process (REQUIRED):

Application will include:

- Letter addressed to CCOSA/OASA Executive Director, Dr. Pam Deering, as a notice of application with information that reflects the applicant's contact information (work and home address, email, work and mobile number), qualifications for the position, resume, documentation of college degree and certifications.
- A formal application will be required during the process.
- At a later date in the process, a list of up to three (3) references will be required with contact information (work number, email and mobile number).
- Contact number: 405 524-1191 office number for Dr. Pam Deering.

To apply for this position, contact ccosajobs@gmail.com (mail to: ccosajobs@gmail.com). Applications should be received by **February 10, 2023**.

CCOSA does not and shall not discriminate on the basis of race, color, religion (creed), sex, gender, gender expression, age, national origin (ancestry), marital status, sexual orientation, equal pay, disability, pregnancy, parental status, or military status. CCOSA shall take affirmative action towards meeting the goals and intentions of applicable nondiscrimination laws in all activities and operations.

