

**COOPERATIVE COUNCIL FOR OKLAHOMA SCHOOL ADMINISTRATION,
OKLAHOMA ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS AND
OKLAHOMA MIDDLE LEVEL EDUCATORS JOB DESCRIPTION**

TITLE: OASSP AND OMLEA Executive Director Revised 2017-18

FLSA STATUS: EXEMPT

REPORTS TO: CCOSA Executive Director

PERFORMANCE RESPONSIBILITIES:

1. Serves as the Executive Director of OASSP and OMLEA.
2. Attends OASSP, OMLEA and CCOSA Executive Committee meetings.
3. Promotes OASSP, OMLEA and CCOSA membership and supervises membership processing.
4. Prepares and implements budget for OASSP and OMLEA.
5. Responsible for OASSP, OMLEA and NASSP state, regional and national meetings.
6. Serves on CCOSA leadership team and performs all duties as directed and assigned by the CCOSA Executive Director.
7. Develops close working relationships with the State Department of Education, educational associations and other agencies.
8. Provides leadership in the promotion of legislative goals and objectives of OASSP, OMLEA and CCOSA.
9. Conducts OASSP and OMLEA elections as provided by the constitutions of each association.
10. 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.
11. Serves as the liaison between NASSP and state coordinators of National Honor Society and Student Council.
12. Prepares articles for *Better Schools* and other publications as needed or as directed by the Executive Director.
13. Ensures OASSP and OMLEA information is updated on the CCOSA website and that association records are maintained and current
14. Demonstrates superior written, verbal communications and organizational skills.
15. Manages multiple priorities and deadlines.

Physical Demands:

Physical stamina sufficient to stand during entire event timeframe, excluding rest breaks.

Ability, on a consistent basis, to communicate effectively with prospective members, members, partners, stakeholders and staff.

Ability, on a consistent basis, to maintain attention and concentration for extended periods of time.

Ability, on a consistent basis, to work with a computer, screen and keyboard for extended periods of time.

Ability, on a consistent basis, to function in a high stress environment.

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.

Approved: November 28, 2018