



National Middle School Association®

Executive Director

Job Description

The Executive Director, with the support of the Board of Trustees, is responsible for the overall general administration of National Middle School Association (NMSA). The Executive Director shall formulate action plans to implement the long-term goals and objectives of NMSA; work collaboratively with staff and other appropriate personnel in program development and implementation; and, in conjunction with authorized others, represent NMSA in its public relations and contacts with other associations, foundations, businesses, individuals, and government entities. The Executive Director supervises the hiring, evaluation, and dismissal of all employees. The Executive Director reports directly to the Board of Trustees.

Specific Duties & Responsibilities

Board:

- In collaboration with the Board, develop the vision, long-term goals, and objectives for the association.
- Keep the Board informed of strategic organizational and middle level issues as well as issues affecting the Association's goals and objectives.
- In collaboration with the President, develop the agenda for each board meeting and attend all Board of Trustee meetings.
- Serve as an ex-officio member of the Board of Trustees and Executive Council.
- Carry out such other general assignments as delegated by the Board of Trustees.

Members and the field of middle level education:

- Continually examine the field of middle level education to ensure that programs, benefits, and other offerings match the needs of educators.
- Continually look to the education horizon to predict the future direction of middle level education, and develop resources to meet these forecasted needs.
- In conjunction with the current president, appoint members to NMSA's advisory boards and serve as NMSA's key liaison to these groups.
- Consistently communicate with members and others in the field of education to ascertain their priorities, needs, and expectations regarding NMSA as well as to communicate NMSA's positions, goals and objectives, resources, and programs. (Examples include but are not limited to: column in *Middle Ground*; NMSA in Action column for *Middle School Journal*; Web site Middle Level Memos; member surveys and focus groups; active membership in various education alliances.)



National Middle School Association®

Policy and advocacy:

- Serve as NMSA's key liaison to those in Washington, DC, to keep the middle level message in front of policymakers and others who have an impact on middle level education.
- In collaboration with the Board, develop message points that represent the positions of NMSA.
- Monitor pending policy decisions that will affect middle level education, and develop actions plans and strategies accordingly.
- Serve as the association's primary spokesperson.
- Develop and maintain collaboration with other organizations who share a mutual interest in middle level education and young adolescents.

Affiliates:

- Deepen the relationship between NMSA and affiliates to further strengthen the overall field of middle level education.
- Work in collaboration with affiliates to help NMSA's position statements, advocacy message points, Month of the Young Adolescent, and policy efforts reach the regional, state/provincial, and local levels. Provide training and support to affiliate leaders to help ensure this work.
- Identify areas for possible expansion and growth.

Administrative:

- Develop short-term action plans in support of long-term goals and objectives.
- Prepare an annual budget and submit it to the Board of Trustees for approval.
- Oversee the financial management of the association and ensure that effective fiscal policies are in place and adhered to.
- Hold full responsibility for the staffing of the headquarters operation and direct administrative staff members in their assignments and duties.
- Develop and maintain a culture that fosters teamwork, cooperation, and collaboration, as well as shared vision, ownership, leadership, and accountability.

■ National Middle School Association

4151 Executive Parkway, Suite 300
Westerville, Ohio 43081

TEL 614-895-4750
1-800-528-NMSA

FAX 614-895-4750
www.nmsa.org