

Executive Director National Rural Education Association

Deadline:	Open until filled
Date Posted:	January 31, 2016
Type:	Part-time
Position to Begin:	January 1, 2017
Background:	Minimum Master's Degree and broad experiences in leadership or related field in rural education preferred
Partnership:	Preference will be given to candidates who work in partnership with or have a plan for a partnership with a college/university or organization to create a "home" for the NREA
Salary:	Commensurate with experience
Reports to:	NREA Executive Committee
Timeline:	Advertise position - January 31 through April 30, 2016 Conduct virtual and personal Interviews - May through June 2016 Finalize successful candidate and partnerships by July 31, 2016
Website:	nrea.net

The NREA Executive Committee is seeking an Executive Director to provide strategic leadership to coordinate, guide and grow our organization.

Along with an educational background to lead a national organization focused on rural education, the successful candidate is expected to possess personal skills which demonstrate:

- A high degree of visionary leadership and management skills including planning, organizational, analytical thinking, writing and oral presentation skills.
- An ability to work well with individuals and groups - large and small in size.
- Interpersonal skills necessary to be a team player.
- Skills which will represent the NREA well in personal, speaking and other communication skills.
- An ability to respond to changing situations and priorities with ease and confidence.
- A willingness and ability to travel within the U.S. up to 20% of the time on behalf of the NREA.
- An appreciation for the diverse cultural, topics, and make-up of small and rural schools.

About the NREA: The National Rural Education Association (NREA) was originally founded as the Department of Rural Education in 1907. It is the oldest established national organization of its kind in the United States. Through the years it has evolved as a strong and respected organization of rural school administrators, teachers, board members, regional service agency personnel, researchers, business and industry representatives, and others interested in maintaining the vitality of rural school systems across the country.

All qualified applicants will receive equal consideration for employment for filling this position without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability.

The NREA is a membership organization that operates as a tax-exempt, non-profit entity. The NREA has over 2800 members across the United States and in several countries. It is directed by an elected Executive Committee consisting of national representatives representing:

- Rural School Administrators
- Rural School Teachers
- State Education Agencies
- Educational Service Agencies
- Higher Education
- Rural School District Boards
- At-Large Constituencies

Our Vision: “The NREA will be the leading national organization providing services which enhance educational opportunities for rural schools and their communalities.”

Our Objectives:

Serve as a national advocate and representative for rural education at all levels: Local-State-Regional-National.

- Take positions on issues involving rural education.
- Expand rural publications and services.
- Enlist a greater participation of the Executive Committee and Standing Committees in the development of issue papers and policy development.

Provide coordination, at the national level, for rural education programs and activities.

- Maintain liaison with other national organizations related to rural education
- Strengthen the working relationship with the US Department of Education in the recognition of outstanding rural schools.

Provide leadership for rural education related conferences and other professional learning.

- Provide a national conference annually.
- Provide continued support and leadership for the annual NREA Rural Education Research Forum and Annual Rural Teacher Symposium.

Provide a forum for all those involved in public education in rural areas - including teachers, administrators, board members, and members of the rural community at large whereby they may come together professionally and exchange ideas.

- Actively promote member and active participation of teachers, administrators, board members and the rural community at large.
- Maintain the state delegation system.
- Maintain the affiliate membership system representative of individual states.

Promote state, regional and local delivery systems which bring about efficient and effective education for children in rural areas.

- Identify rural education needs, materials and programs.

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- Develop a relationship with mass media and educational technology to serve rural education more efficiently.
- Establish a communication system utilizing any and/or all of the following: delegate system, publications, and legislative and educational agency contacts.
- Identify and spotlight delivery systems effectively serving rural areas.
- Recognize exemplary practices in rural education.
- Accelerate emphasis on improving rural education delivery systems through the use of distance learning or other communication technology.

Encourage the collection and dissemination of promising practices, statistical data, and other appropriate information relating to rural education as well as coordinating the sharing of services and resources among educational organizations and agencies.

- Maintain a strong central NREA office to encourage the collection and dissemination of promising practices and exemplary programs data.
- Develop a networking system for the articulation of rural education needs (i.e., School to School, School to State, and State to State).
- Urge that readers and evaluators of educational programs for national validation, funding, and/or recognition, include rural as well as urban and suburban representatives.

Encourage colleges and universities to develop materials and resources specifically for rural schools and to train school personnel to work more effectively in small schools.

- Determine what materials and resources for training rural school personnel presently exist.
- Coordinate the establishment of training programs for educators to assist in their personal adjustment and professional adaptation to living and working in rural areas.

Stimulate discussion, research, and policy development regarding equal educational opportunities for all students.

- Promote research in rural education and recognize outstanding effort through the NREA Annual Research Award.
- Promote the use of ERIC/CRESS, and regional labs for research and dissemination related to rural education.
- Seek grants to stimulate research through the NREA Foundation
- Endorse National Centers for Rural Education Research on University and College campuses.
- Maintain liaison with the Consortium of Rural Education Program Administrators.
- Maintain liaison with Organizations Concerned about Rural Education (OCRE).

Stress the need for public and private agencies to develop specific educational materials and technology appropriate to children in rural areas.

- Provide data to publishers and media to support need for specific rural materials.
- Impact publishing houses regarding rural emphasis in texts and related media resources.
- Recognize the development of exemplary rural curricular and professional development materials.

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Executive Director Job Description

- a) The Executive Director shall devote fifty weeks to the affairs of the National Rural Education Association.
- b) The Executive Director maintains a headquarters facility and administers the day-to-day operation of the headquarters including the activities of support staff for the purpose of conducting all appropriate NREA business activities.
- c) Oversees the accounting procedures for handling all NREA finances.
- d) Deposits and disburses NREA funds and provides periodic accounting reports to the Executive Committee and the Ways and Means Team.
- e) Develops and submits an annual budget to the Ways and Means Team for review and revision, who in turn submits the budget to the NREA Executive Committee for consideration and maintains a systematic analysis of all revenue and expenditures.
- f) Responds to all NREA related correspondence addressed to the headquarters or forwarded to the headquarters by members of the Executive Committee in a prompt and timely manner.
- g) Supervises and maintains all NREA files.
- h) Supervises the collection of NREA membership dues and maintains all NREA membership records.
- i) The Executive Director will facilitate the annual election of new NREA officers in collaboration with the past president, president and president elect, according to established procedures.
- j) Supervises the editing, publication, and distribution of an *NREA Update*, which is published weekly and distributed electronically to all active members of the NREA.
- k) Oversees the publication of *The Rural Educator*, the official NREA Journal and informs the Executive Committee on a monthly basis of the progress of the publication.
- l) The Executive Director, in collaboration with the President of NREA will generate the monthly agendas for the Executive Committee meetings and will provide administrative direction and general program coordination for the Executive Committee and general membership of NREA.

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- m) In addition, all committee meetings will be reported to the executive board meetings on a monthly basis.
- n) Researches, plans and recommends programs that are in alignment with the vision, mission, core values and goals of NREA and reports them to the NREA Executive Committee.
- o) Responsible for planning and conducting Annual NREA Convention in conjunction with a host state organization or plan and conduct the Annual NREA Convention if no host state organization is involved. Establishes partnerships with exhibitors and potential corporate partners to enhance the NREA Convention.
- p) Actively promotes the vision, mission, core values, goals and objectives of the NREA.
- q) Attends all meetings of the NREA Executive Committee.
- r) Prepares and distributes minutes of all NREA Executive Committee meetings.
- s) Facilitate functions and activities of NREA committees/teams, sub teams and task forces.
- t) Creates and promotes partnerships that will contribute to the vision, missions and goals of NREA.
- u) Establishes partnerships with foundations that will contribute financial assistance, which enables researchers to conduct research in rural and small schools to help to inform best practices.
- v) Prepare and files required reports, tax filings, registrations and other legal documents on behalf of the NREA
- w) Any other duties or responsibilities which are requested/assigned by the Executive Committee.

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Application Procedure

Application materials and questions should be submitted electronically to:

NREASearch@gmail.com

Applications are due no later than April 30, 2016

Application materials should include:

- 1) **Cover Letter** stating the candidates interest and highlights of why you believe you are a qualified candidate (no more than 2 pages)
- 2) **Curriculum Vitae - Resume with 3 professional references** (Minimum: Personal, Professional Background and Experiences)
- 3) **Letter from College/University, non-profit educational organization, or from the Candidate describing the planned location for the Executive Director's housing of the NREA Office and the services to be provided and any fees to be charged** - Example: office space, telephone, Internet connectivity, access to copy machines and other production equipment, technology assistance, graduate assistant or other personnel time provided, etc.

Additional information on #3 above - The office of the NREA has generally been housed at a university/college of the Executive Director's choosing. In the past we have been housed on the campuses of Colorado State University, University of Oklahoma, and Purdue University. The NREA is open to other approaches or options for a "home", but due to the NREA's interest in current research taking place on the topic of rural schools and communities, this has been a good match to date.

The housing of the NREA as described has also made it possible for the Executive Director to be employed by the institute of higher education and serve as an instructor for a class, as an expert in residence, etc. The NREA Executive Director is then employed by the host institution, providing tax deductions and benefits, for which the NREA reimburses its share.

Potential applicants are encouraged to contact Scott Turney (812-639-1399), NREA President and/or John Hill, Executive Director (574-780-6910) for further information.

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