

**VACANCY ANNOUNCEMENT**  
**Texas Association of School Personnel Administrators**

**Job Title** Executive Director  
**Reports to** TASPA Executive Board  
**Location** Austin, Texas  
**Status** Exempt - Full time – At-Will  
**Pay Range** \$80,000 - \$100,000

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**Primary Purpose**

Serve as the chief administrative officer to the Texas Association of School Personnel Administrators and carry out the day-to-day operation of the association under the guidance of the Executive Board. Strive for optimum performance of the organization in meeting the overall mission and focus.

**Qualifications**

**Education**

Minimum of Bachelor's degree  
Certified Association Executive (CAE) certificate or Certified Meeting Planner (CMP) certificate, preferred

**Special Knowledge/Skills**

Strong interpersonal skills and ability to build relationships  
Strong communication (verbal and written) skills  
Strong organizational skills  
Strong financial skills  
Ability to make presentations to small and large audiences  
Ability to supervise the work of others

**Experience**

Five years successful experience in public education human resources administration  
Association management and event planning experience will be given consideration

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**To Apply**

Send Letter of interest and resume via email to:  
TASPA Executive Board at [taspaexdir@gmail.com](mailto:taspaexdir@gmail.com)

Anticipated start date mid-September 2017  
Job description available upon request.