

# Staff Development Council of Ohio Executive Director Position Proposal

**Pilot to run from July 2007 – July 2008**

## **Responsibilities:**

- Point person with Amy at ESC
  - Arrangement for meetings/retreats
    - Notification of meetings and information related to meetings sent to board members
    - Coordination of agenda with President
    - Locations secured
    - Food ordered
    - Materials –
      - Arrangements for hard copies or actual copying if needed
      - Collection and distribution on email when possible
  - Communication Contact Person with NSDC both written and by telephone
    - *Annual Report and other documents as needed by NSDC*
    - Copies of all communications given to president
    - Organization of NSDC technical assistance calls
    - Coordination of communications with NSDC
    - Written communications or email communications with board members as needed by NSDC or President
  - Contact person for Ohio Department of Education
    - Other as directed by Board or President
  - Attendance at meetings
    - Represent SDCO at July and Dec. Affiliate Meetings and Conferences
    - Represent SDCO at other meetings (ODE, ASCD, etc) as requested by President or Board
    - Arrangements for State Affiliate Reception
  - Conference Support
    - Arrangements for presenter
    - Planning for conference and follow-up meeting
    - Preparation/ Support of brochures and materials
- Other as directed by Board or President

## **Payment:**

Travel costs and registration fees for July and December Affiliate meetings/conferences. (\$4000 available)

Stipend \$1000

To cover cost of office materials and use of equipment