



NATIONAL
STAFF
DEVELOPMENT
COUNCIL

NSDC Affiliate Executive Director or Executive Secretary Information

Name of your Affiliate: Colorado Staff Development Council
(Please write out name and not just letters.)

Name of Executive Director or Secretary: Mary Ann Grenawalt (Administrative Coordinator)

Phone: 303-697-1517 **E-mail:** maglearn@mac.com

Job Description for this position: Please be specific. Attach if available.

(Be sure to indicate whether this person serves primarily in a leadership role – such as representing the affiliate in interactions with other agencies or in advocacy – or in a day-to-day management role, including mailing, managing membership roles, organizing for affiliate events, etc.)

The Administrator Coordinator position is a paid position hired by the Board of Trustees through an application process. Responsibilities include the following:

- Attend all Board of Directors' meetings, Trustee meetings and Professional Learning Action Team meetings.
- Meet with other Action Teams upon request.
- Manage the yearly conference and provide support for professional learning opportunities.
- Manage the logistics of all professional learning events.
- Manage the financial responsibilities of CSDC in concert with our budget person.
- Serve as the affiliate representative for NSDC.
- Serve on the Colorado Principals' Center Board as a representative of CSDC.
- Act as PR person for CSDC.
- Serve as the communication link for the organization.
- Share responsibility (along with the Webmaster) for updating and maintenance of the website.
- Carry out additional responsibilities under the direction of the Trustees.

Is this position full-time or part-time? The position is a 1/3rd time position.

If part-time, indicate approximate number of days monthly: 1&1/2 – 2 days a week

Explanation: Time spent each week varies depending on upcoming events & meetings. Sometimes it is almost a fulltime job (i.e., the month before our conference) and other times, when fewer things are happening, it requires less time. It balances out pretty well.

Does this person receive financial compensation? If so, please indicate an approximate amount. Compensation is \$1750 per month with no deductions taken out, no mileage provided and I use my own computer equipment, phone, etc. My home is the CSDC office.

Does this person receive other compensation – such as free affiliate or NSDC membership, attendance sponsored at NSDC conferences or Affiliate Leaders Meetings? Indicate other compensation: I receive CSDC & NSDC memberships paid thru our affiliate. CSDC pays for registration, room and airline tickets for the co-presidents and the administrative coordinator to attend only the NSDC Affiliate Conference.

Please return this survey by April 30, 2008 to:

Dale Hair
dale@joehair.com
FAX: 678-797-9736