



School Administrators of Iowa Job Description: Executive Director

General Description

The Executive Director of School Administrators of Iowa (SAI) is responsible for the implementation of the mission and vision of the Association as well as its day-to-day operations. They must be a person who acts from SAI's vision that every member will feel valued as a professional and inspired to be a leader of learners and SAI's mission to develop, support and encourage Iowa's leaders and learners. As a member of the SAI staff they must be a team-oriented individual who is committed to the professional goals of the association and to their team members' professional success.

Primary Responsibilities:

I. Strategic Goal 1: Enhances members' skills and knowledge as educational leaders.

- A.** Work closely with national education organizations (National Association of Elementary School Principals (NAESP); National Association of Secondary School Principals (NASSP) and The School Superintendents Association (AASA).
- B.** Model leadership skills.
- C.** Coordinate with committee members, staff, and other entities in the development and delivery of quality professional development opportunities for all SAI members.
- D.** Communicate regularly with members and to governance structures through a variety of platforms.
- E.** Perform other duties as directed by the [Executive Committee](#) (EC) and/or [Representative Council](#) (RC).

II. Strategic Goal 2: Recruits and retains quality leaders into school administration.

- A.** Work with staff to manage Association Management Software (AMS).
- B.** Build relationships with administrator preparation programs that enhance SAI's aspiring membership roles.
- C.** Promote the wellbeing of members.
- D.** Coordinate with staff and SAI committees to enhance IPERS benefits.
- E.** Perform other duties as directed by EC and/or RC.

III. Strategic Goal 3: Advocates for and champions Iowa's educational leaders and learners.

- A.** Act as the official spokesperson of SAI.
- B.** Ensure SAI's representation at all key educational meetings.
- C.** Coordinate with committee members, staff, EC, RC, and other entities in the development and enactment of SAI's annual legislative platform.
- D.** Coordinate with staff who oversee the various administrator of the year and other member recognition programs.
- E.** Perform other duties as directed by the EC and/or RC.

IV. Strategic Goal 4: Operates an efficient and effective professional association.

- A.** Serve as CEO for the Association.
- B.** Be responsible for the hiring, supervision, and growth for the majority of SAI personnel in their respective positions.
- C.** Be responsible for the management of all association funds.
- D.** Be responsible for the development, implementation, and revision of all association policies.
- E.** Facilitate the development of EC and RC agendas and serve as ex-officio member to EC and RC.
- F.** Facilitate SAI's Corporate Partner program; primary contact for prospective and current partners organizations.
- G.** Oversee efforts to involve SAI members on a variety of committees.
- H.** Facilitate a process for goal setting with staff and EC.
- I.** Perform other duties as directed by the EC and/or RC.

Qualifications

The Executive Director should have ten years of proven successful leadership experience and demonstrated expertise in:

- inspiring trust, credibility, and engagement among diverse stakeholders—members, staff, partners, and sponsors.
- student achievement and school improvement.
- listening to constituents' needs and translating them into actionable programs or policy priorities.
- leadership skills.
- systems thinking.
- innovation through evolving technology, ensuring accessible and modern member services.
- management skills, including budget development and oversight.
- communicating effectively with a variety of audiences.
- political and advocacy processes.

Education and Experience

- Current Iowa Professional Administrator license or ability to obtain prior to start date.
- Leadership experience within an Iowa educational system.
- Doctoral degree in educational leadership preferred.

Evaluation

A summative evaluation of the Executive Director is conducted annually by SAI's Executive Committee.

Selection Timeline

- Monday, Oct. 20 — application process open
- Sunday, Nov. 16 — deadline to apply
- Nov. 17-Dec. 3 — final candidates selected and notified of final interview
- Wednesday, Dec. 10 — final interviews
- Projected Start Date: July 2026 (to include overlap with current executive director through August 2026.)

Apply Online — lead.sai-iowa.org/executive-dir-app