



## **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](https://lead.sai-iowa.org/executive-dir-app)