

## POSITION ANNOUNCEMENT (7/27/2022)

### **Director, Professional Development**

#### **About the Organization**

Professional association located in Bethesda, MD is seeking a Director, Professional Development. The National Association of School Psychologists (NASP) represents over 24,000 members, has a staff of 30, and an annual budget of \$8 million. NASP is a 501(c)(6) membership organization that represents school psychology and supports the work of school psychologists to enhance the learning and mental health of all children and youth. This is an excellent opportunity for a motivated professional to assume a pivotal role in a highly respected organization.

#### **About the Position**

The Director, Professional Development is a new position. NASP sponsors a robust set of professional learning opportunities for school psychologists through various mediums in both virtual and in-person formats. The Director will have primary responsibility for developing, implementing, and evaluating a comprehensive set of professional development opportunities, including through NASP's Online Learning Center, annual virtual Advanced Skills Institute, and other virtual offerings such as the Advocacy Academy/Public Policy Institute. The Director will lead the management and further development of the PREPaRE Curriculum. The Director will also coordinate NASP's Approved Provider System and the NASP Speakers' Bureau. Additionally, the Director will seek to connect more formal learning opportunities with other informal mediums including podcasts, blogs, journal articles, and other sources as part of a comprehensive approach to professional development for NASP. The Director will work in close collaboration with volunteer leaders on these various offerings and is expected to develop new professional development opportunities, as needed. The Director will also work collaboratively with other NASP staff on various projects relevant to the position. This is an exempt level position and the Director reports to the Executive Director.

#### **Primary Responsibilities**

- Develop and implement a comprehensive plan for professional development opportunities, especially virtually, that will address NASP's strategic goals and support excellence in school psychological services.
- Serve as primary staff leader for:
  - Online Learning Center: provides live webinars and archived content from recorded presentations at the annual convention, Leadership Institute, Advocacy Academy/Public Policy Institute, and other sources
  - Annual Advanced Skills Institute: a two-day virtual event designed for experienced practitioners to enhance their skills in a specific thematic area each year

- PREP<sub>a</sub>RE Curriculum: NASP's crisis prevention and response program; includes virtual and in-person trainings, ongoing resource development and dissemination, and collaboration with schools
- Serve as a staff member of the Convention Committee, coordinating virtual offerings and collaborating with volunteer leaders in ensuring that professional development opportunities address the full range of school psychologists' competencies as detailed in the NASP Practice Model
- Maintain and develop new vendor relationships, as needed, to enhance virtual offerings
- Collaborate with the Director, Research to identify, develop, and analyze metrics to evaluate and improve NASP professional development offerings
- Contribute columns to Communique and write copy for the website promoting professional development opportunities.
- Coordinate content across various sources of professional growth and development (e.g., convention, Online Learning Center, Communique, podcasts, etc.)
- Develop annual budgets for professional development offerings, including revenue and expense projections
- Provide supervision for the PREP<sub>a</sub>RE program manager and other managers, as needed
- Direct and coordinate NASP's Approved Provider System as well as the NASP Speaker's Bureau
- Serve as staff liaison to the Professional Growth Committee and other committees, as needed
- Follow and respond to any state-level requirements for professional learning that may impact requirements for school psychologists
- Other duties as assigned
- Minimal travel; attendance at annual convention required

### **Essential Skills and Experience**

- Degree in school psychology or related field
- Expertise in adult learning, curriculum development, and professional development
- Strong written and oral communication skills, with the capacity to communicate effectively with diverse audiences
- Excellent critical thinking and organizational skills
- Ability to work collaboratively with staff and volunteer leaders in the design and implementation of professional development offerings
- Self-starter with the ability to manage multiple projects and meet deadlines with minimal supervision
- Ability to supervise others in a hybrid environment
- Proficient in Microsoft Office (Word, Excel, PowerPoint); ability to quickly learn new database and software applications used by NASP (iMIS, InFormz, Communities, web content management, etc.)

### **Preferred Skills and Experience**

- Knowledge and skills in school safety, crisis prevention and response
- Knowledge and familiarity with various mediums of delivering professional growth and development for school psychologists

**Key Internal Relationships:** Executive Director, Chief Operating Officer, staff Directors in each of the relevant departments.

**Key External Relationships:** Key NASP leaders, including NASP members, NCSPs, convention attendees, graduate educators, related professional associations.

### **Application Procedure**

Please send your CV, cover letter highlighting relevant accomplishments and outlining how your experience fits the requirements of the position, three (3) writing samples demonstrating skills in communicating to diverse audiences, and salary requirements (required). All materials should be sent via e-mail to [HR@naspweb.org](mailto:HR@naspweb.org). Interviews (phone and in person) will commence as soon as possible. The association offers competitive compensation and a generous benefits package. Partial remote work possible following a brief onboarding period. NASP is located near the Bethesda Metro Station. No calls, please.

7/27/22