Kansas Association of Special Education Administrators (KASEA)
In affiliation with:

- Council for Administrators of Special Education (CASE)
- Council for Exceptional Children (CEC)
- United School Administrators (USA)

Title: Executive Director

Preferred Qualifications: Masters degree in special education administration or related field; administrative or management experience in special education or student services; experience in oral and written communication, human relations, and leadership.

Report to: Executive Board of KASEA

Leadership and Executive Board Relations

- Arrange Executive Board and Membership Meetings at the direction of the KASEA President
- Schedule, publish, and prepare materials for Executive Board meetings at the direction of the KASEA President.
- Promote a knowledge/understanding of KASEA's ByLaws and Constitution through the organization of an annual Executive Board Retreat and strategic planning.
- Keep up with current trends within the state and federal landscape in the education of exceptional children.
- Consult with member association liaisons on their programs and activities in which CASE, CEC and USA may be of assistance.
- Perform such other duties as may be requested by the Executive Board or members.

Fiscal and Organizational Management

- Make recommendations to the KASEA Treasurer for the proposed annual budget and financial audit.
- Provide financial information to the treasurer in a timely fashion for the development of financial reports to the Executive Board and membership.
- Analyze data and track membership trends at the direction of the Membership Committee Chair.
- Support the Membership Committee Chair to provide members, new to the field, with appropriate information; respond in a timely manner to requests, concerns, and mentoring needs of new members.
- Create and maintain a professional social media platform presence to foster membership growth under the direction of the Membership Committee Chair.
- Direct oversight of the planning, publishing, coordination, and pre- and post-feedback of the Kansas Exceptional Leaders' Winter Conference, social media messages through various platforms in conjunction with the KASEA President-Elect and Conventions Task Force.

Communication and Legislative Outreach

- Coordinate activities of the organization with other groups, (i.e. CEC, CASE, USA) to implement KASEA policies, goals, and objectives through collaboration and interconnected media platforms.
- Support the Advocacy Chair/Liaison to routinely disseminate a briefing combining pertinent legislative, evidence based, and professional learning information at the direction of the Executive Board.
- Promote the KASEA advocacy position via public statement, including but not limited to social media platforms, and testimony at the state and federal level under the direction of the Executive Board of KASEA.
- Serve as ex officio advisor to committees of KASEA.