

VERMONT SCHOOL BOARDS ASSOCIATION

JOB DESCRIPTION

DIRECTOR OF PUBLIC POLICY

FLSA Designation: Exempt

Nature and Scope of Position

This is a professional position that provides public policy assistance and educational programs to school boards through the Vermont School Boards Association.

The Director of Public Policy assists local school board members and superintendents with the discharge of their official duties by providing guidance and analysis around public policy issues, by drafting and reviewing policies and procedures, and by delivering educational workshops. The Director of Public Policy is also responsible for overseeing the Vermont Education Legislative Collaborative and the Vermont Education Policy Service.

This position reports to the Executive Director of the Vermont School Boards Association.

Duties and Responsibilities

- Provide local school board members and administrators with information and guidance in response to inquiries made. Respond to members by telephone, in writing, and/or email.
- Confer with the Executive Director, the office of the Secretary of State, the League of Cities and Towns, VSBIT panel attorneys, or the Vermont Agency of Education on public policy matters if appropriate.
- Conduct legislative and public policy research necessary to respond to inquiries.
- Manage and oversee the Vermont Education Policy Service, ensuring the model policy manual is up-to-date and providing policy reviews and related supports as requested by members.
- Manage and oversee the Vermont Education Legislative Collaborative, ensuring coverage of the State House while the General Assembly is in session and producing regular Education Legislative Reports for distribution to the collective membership of the Collaborative.
- Draft articles for publication in the VSBA newsletter.
- Review VSBA publications and web-based communications for accuracy.
- Deliver educational workshops in multiple formats, including evening onsite workshops, daylong seminars, and webinars.
- Assist in drafting legislation as requested by Executive Director.
- Provide legislative testimony as needed.
- Perform related work as required by Executive Director.

Requirements of Work

- Knowledge of Vermont and federal education policy
- Ability to understand the application of complex laws and regulations to Vermont's education system
- Effective oral and written communication skills, including use of social media platforms as engagement tools
- Ability to deliver informative educational workshops in a wide variety of settings.
- Ability to use good judgment and tact.
- Ability to learn and use computer applications.
- Thorough knowledge of the principles, methods, and practices of public policy research.
- Ability to establish and maintain effective working relationships with school boards and administrators, collaborators at the VSA,VPA, VCSEA, Agency of Education, and VSBIT.
- Ability to work as part of the VSBA team.
- Ability to organize and use time effectively.
- Ability to listen and accept criticism.
- Ability to effectively carry on a large number of responsibilities simultaneously.
- Creativity and strong analytical ability.

Education, Training and Experience

- Education: Bachelor's degree required; advanced degree preferred.
- Experience: Five years of relevant professional experience preferred.