

# North Carolina School Superintendents' Association (NCSSA)

## Assistant Executive Director Position Description

### **Position Summary**

The Assistant Executive Director serves as a senior leader at the North Carolina School Superintendents' Association (NCSSA), providing strategic support to advance the organization's mission of serving North Carolina's public school superintendents. This role works closely with the Executive Director and NCASA leadership team to deliver high-quality professional development, drive policy and advocacy efforts, strengthen member engagement, and ensure operational excellence.

### **Primary Responsibilities**

#### **Policy, Advocacy, and Leadership Support**

- Monitor, analyze, and interpret state and federal education policy, legislation, and regulatory changes affecting public education and school system leadership.
- Represent NCSSA in meetings with policymakers, education agencies, and partner organizations as directed.
- Support superintendents in understanding and responding to legislative and policy issues.
- Attend State Board of Education, RESA, and other relevant meetings as assigned.
- Assist in developing position statements, briefs, and communications aligned with NCSSA priorities.

#### **Professional Development, Coaching, and Program Leadership**

- Lead the design, implementation, and evaluation of professional learning opportunities for NCSSA members, including:
  - The NCSSA Aspiring Superintendents Program (recruitment, selection, curriculum design, executive coaching, and evaluation).
  - The Superintendent Executive Leadership Program and other leadership development initiatives.
  - Coordination of the Superintendent of the Year program, including timelines, selection processes, recognition events, and press outreach.
- Develop additional professional learning opportunities, including digital and hybrid formats, aligned with emerging needs.

#### **Program Planning, Logistics, and Evaluation**

- Assist the Executive Director in planning, coordinating, and evaluating major NCSSA events, including the Summer Leadership Conference, Winter Leadership Conference, Community College President/Superintendent Convenings, and the Superintendent of the Year Banquet.
- Develop agendas, run-of-show documents, and program materials.

- Coordinate speakers, facilitators, partners, and vendor relationships.
- Manage event logistics, contracts, and onsite execution.
- Collect and analyze participant feedback to drive continuous improvement.

### **Corporate Partnerships, Grants, and Resource Development**

- Build and maintain relationships with corporate partners and sponsors.
- Identify and secure sponsorship opportunities aligned with NCSSA events and initiatives.
- Collaborate on grant development and funding opportunities.
- Work with partner organizations (e.g., NCASA, NCASBO) to advance shared priorities, including school finance initiatives.

### **Communications and Member Engagement**

- Maintain and update NCSSA website content, including announcements, professional development offerings, and publications.
- Support development and distribution of press releases, including the annual superintendent vacancy report.
- Manage communications related to programs, events, and member services.
- Maintain superintendent directories and related data resources.
- Serve as a responsive liaison to superintendents, building strong member relationships.

### **Board of Directors Support**

- Assist with planning and coordination of Executive Board meetings, including preparation of materials and logistics.
- Support implementation of Board priorities and committee work as assigned.
- Maintain meeting records and follow up on action items.

### **Strategic Planning and Organizational Leadership**

- Support the development, implementation, and monitoring of NCSSA's strategic plan.
- Identify emerging trends and opportunities impacting school district leadership.
- Foster collaboration with NCASA and affiliated organizations.
- Track progress on key initiatives and provide regular updates to leadership.

### **Support and Backup Responsibilities**

- Act on behalf of the Executive Director as designated.
- Represent NCSSA at meetings, conferences, and events as required.
- Provide cross-functional support across organizational operations.
- Perform other duties as assigned.

## **Minimum Qualifications**

### **Education and Licensure**

- Master's degree in Education, School Administration, Public Administration, or a related field required; doctorate preferred.
- North Carolina licensure as a School Administrator required.

## **Experience**

- Minimum of eight (8) years of successful experience as a public school superintendent.
- Demonstrated leadership in public school administration, policy development, and organizational leadership.

## **Knowledge, Skills, and Abilities**

- Deep understanding of public education systems, school law, and school finance.
- Strong knowledge of state and federal education policy and legislative processes.
- Exceptional oral and written communication skills.
- Proven ability to build and maintain effective relationships with diverse stakeholders.
- Demonstrated expertise in professional development design and executive coaching.
- Strong organizational, project management, and problem-solving skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of integrity, professionalism, and commitment to ethical leadership.
- Proficiency in technology tools for communication, data management, and program delivery.

## **Working Conditions**

- Frequent travel across North Carolina and occasional out-of-state travel.
- Flexibility to work evenings and weekends to support meetings and events.
- Ability to manage multiple priorities and deadlines in a high-impact leadership role.

## **Summary**

The Assistant Executive Director plays a vital leadership role in equipping North Carolina's public school superintendents with the tools, knowledge, and support needed to lead high-performing school systems. Through strategic advocacy, innovative professional development, and strong organizational management, this position strengthens the voice and effectiveness of school leadership across the state.

## **The job offers the following:**

- Competitive starting salary and compensation package based on experience
- Medical coverage and related benefits
- Paid leave time and N.C. state holiday schedule
- Employer matching on a Simple IRA plan

Submit letter of interest, resume, 2 letters of recommendation, and 3 references **no later than July 10, 2026** via email to [jackhoke12@gmail.com](mailto:jackhoke12@gmail.com) and mail a complete packet to:

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