

Association of Washington School Principals  
**Professional Learning Service Specialist**

**POSITION VACANCY ANNOUNCEMENT**

About AWSP

The Association of Washington School Principals is a professional membership organization serving principals and assistant principals since 1972. The Association now includes more than 3,600 members from public and private elementary, middle level, and high schools statewide. The mission of AWSP is to support principals and the principalship in the education of all students. The team at AWSP works tirelessly to support the individual needs of each and every school leader as they progress along the professional career continuum (from aspiring to retiring).

The Position:

**PROFESSIONAL LEARNING SERVICE SPECIALIST**

ESSENTIAL FUNCTIONS (functions listed may include, but are not limited to the following):

Professional Learning:

- Provides support and coordinates all aspects related to the suite of professional learning offerings for members; including but not limited to, creative marketing, registrations, facilities setup, catering, workshop materials, participant attendance, clock hour requests, final reports, and grants
- Provide excellent customer service when working with members
- Provides assistance in conference pre-planning, as needed
- Creates meeting functions in the Association Management System (Fonteva) for all workshops and conferences
- Coordinates exhibitor registrations and assists in tracking sponsorships for conferences
- Contribute to the collective impact of the Professional Learning Team

Committee Work:

- Supports the Director of Professional Learning in all aspects of running the AWSP Professional Learning Advisory Council (rosters, meeting notices, materials, agendas, etc.) and other Advisory Councils as assigned
- Serves as a liaison between AWSP and our members

Principal Development:

- Works with AWSP Staff and provides program support for principal development programs, including:
  - State-funded Principal Intern Program
  - Leadership Coaching and Mentoring Services

Office Assistance:

- Assists team members with projects and assignments as needed
- Provides proofing and editing assistance as needed
- Provides phone backup

Database:

- Supports all programs through the Learning Management Systems (LMS) and the Association Management System (AMS). Training provided.

### Qualifications/Characteristics

The successful candidate will have demonstrated success in previous work experience related to this position. Excellent customer service – both internal and external – is necessary.

Some desired skills and characteristics include, but are not limited to:

- Prior job-related experience with increasing responsibility
- Communicating in a diplomatic manner and presenting a positive image of the Association to our members and the public
- Totally committing to a team concept with staff in all responsibilities
- Ability to operate standard office equipment, including basic computer applications including Excel, MS Word, Apple products
- Working with database systems; Learning Management Systems (LMS) and the Association Management System (AMS)
- Ability to maintain technical documentation
- Ability to follow verbal and written instructions, working independently, and exhibiting high follow-through and completion
- Operating in an organized manner and displaying time management skills
- Thinking through and beginning projects under limited supervision, paying attention to detail
- Working well under multiple deadlines in a fast-paced office environment
- Working effectively with others, developing trust relationships and maintaining confidences
- Working cooperatively with others as a member of a service-oriented team
- Ability to be a cooperative team member and maintain professionalism
- Communicate effectively in both written and verbal form; use correct spelling, grammar and punctuation
- Contributes to a positive office culture
- Significant physical abilities include reaching, handling, digital dexterity; talking and hearing conversation; near visual acuity/visual accommodation. Ability to do lifting to 30 lbs.
- Some in-state travel required

### Compensation/Benefits

- Hourly Wage: Level III Support Staff Range \$21-\$28 (Equivalent to previous experience)
- Medical, dental, vision, long term salary and life insurance plan provided
- Deferred compensation/SIMPLE IRA retirement plan and VEBA plan provided
- Vacation and sick leave provided

### Application Procedures

AWSP encourages applications inside and outside the organization and will consider each applicant based upon merit. Applications will be held in confidence. Preference will be given to applicants willing to reside in Olympia, or within a reasonable commuting distance.

Interested applicants should submit (*incomplete applications will not be considered*):

1. A cover letter expressing interest
2. A resume
3. A list of references

Please email, mail or deliver all correspondence and application materials to:

Kim Marquette, Operations Director  
Association of Washington School Principals  
1021 8<sup>th</sup> Avenue SE  
Olympia, WA 98501-1500

Email: [kim@awsp.org](mailto:kim@awsp.org)

### Timelines

Application deadline: Friday October 29, 2021, by 4:00 pm  
Candidate interviews: Thursday November 4, 2021  
Candidate selection: Wednesday November 10, 2021  
Start date: As soon as selected candidate is available

*AWSP is an Equal Opportunity Employer. It is the policy of AWSP to comply with federal and state laws concerning non-discrimination and Equal opportunity employment, regardless of race, sex, age, color, religion, national origin, or any other category established in Title VII of the 1964 Civil Rights Act or other legislation, and to take affirmative action towards the goals and intentions of the applicable laws.*