



The South Carolina Association for Middle Level Education (SCAMLE) announces the search for a new Executive Director. SCAMLE is the premier professional organization in South Carolina with a mission to identify, promote and disseminate best practices in middle level education, while engaging parties responsible for meeting the unique needs of the young adolescent. Current Executive Director Mrs. Tina Jamison has served our organization incredibly well over the last four years and helped us grow into providing year-round professional development opportunities while steering the organization through the 2020-2021 Global Pandemic. While she will be stepping away from the Executive Director position, we hope she will continue to play a role in continuing to move middle level education forward in South Carolina. “We will work hard to find a strong leader who is passionate about middle level education to lead our organization,” said Dr. Dixon Brooks, President of the organization and chair of the search committee.

The new Executive Director will oversee the general administration of the organization including managing large initiatives, overseeing member services, determining strategic steps and facilitation of activities and meetings among other responsibilities. A complete position description can be found below.

**Job Description:**

Executive Director, Part Time Position

**Responsible to:**

The SCAMLE Board of Directors

**Summary of Primary Job Functions:**

The Executive Director is responsible for all major goals and objectives including managing member services, monitoring strategic steps, and following all procedures and policies established by the Board of Directors. The Executive Director will provide leadership, strategic direction and guidance of all of the organization activities as well as continually evaluate effectiveness of operations and programming. This position will manage the organization's structure and make recommendations to the board on a regular basis. They will take the lead on facilitating partnerships with the organization, major activities and meetings including board and committee meetings. This position will represent the organization to regulatory bodies, other agencies, community and civic organizations, funders, supporters, and the general public.

**Duties and Responsibilities:**

- Carry out policies and procedures of the Board.
- Serve as a resource for the Board to promote the growth of the Association.
- Provide continuity and stability to the Board while helping maintain focus on the mission statement and Strategic Plan of the Association.
- Provide the Board with needed information to help reach appropriate decisions and establish policies.

- Provide assistance and materials to Board members and committee chairs as needed.
- Maintain awareness of current issues related to middle level education.
- Coordinate with the President in representing SCAMLE at official functions.
- Maintain contact with the State Department of Education, the State Board of Education, the South Carolina Legislature, and other organizations relative to the work of SCAMLE.
- Keep the Association informed on issues and represent the Association's position to policy makers.
- Attend all meetings of the Board, the annual conference, and the AMLE affiliate activities.
- Serve as an ex-officio member on all committees.
- Assist the webmaster, journal editor, professional development chair, and research editors.
- Assist with public relations for the Association.
- Perform all membership tasks and requirements.
- Provide leadership to help promote the Association as the major advocate for middle level education in South Carolina.
- Serve as liaison with contracted personnel.
- Coordinate with SCPOMLE.
- Coordinate with SC-Schools to Watch.
- Perform other duties as assigned by the Board.

**Qualifications:**

- Familiarity with and passion for Middle Level Education
- Prior experience with SCAMLE
- Significant leadership/management experience
- Comfortable with public speaking, excellent written and verbal communication skills
- Experience in event planning and project management
- Effectively use and navigate social media and other communication sources
- Minimum of a college bachelor's degree with experience working in a k-12 setting

**Hours and Compensation:**

- Average of 29 hours per week
- Some travel required
- Salary information is available upon request

Please submit resume, questions, and letter of interest to [dbrooks@lex2.org](mailto:dbrooks@lex2.org) by midnight on Friday, May 7, 2021.