



Advertisement
ANSEA Executive Director

The Association of Nova Scotia Educational Administrators (ANSEA) is searching for an Executive Director as required during the period May 1st, 2017 to April 31, 2018. The contract may be extended for subsequent periods at the discretion of the Association.

The role of the Executive Director will be to assist the Association to achieve its identified objectives under the direction of the Association Executive. The current objectives of ANSEA have been identified as follows:

1. To advocate for and protect the economic welfare of the Association's membership.
2. To improve the communications of the Association with its membership.
3. To revive and enhance the Association's participation with its education partners.
4. To organize meaningful meetings of the Association and encourage the participation of the membership.
5. To organize several professional development events for the membership.

It is important that the successful candidate have experience at a senior level in the Education sector within the Province of Nova Scotia to effectively meet the objectives of the Association.

Terms of Engagement

All activities of the Executive Director will be carried out under the direction of the Executive of the Association through the President or designate. The Executive Director will be expected to attend the regular meetings of the Association and its Executive Committee and other meetings required to carry out his responsibilities.

The expectation is that the volume of work will require approximately 50 days of service during this period. The compensation rate of the Executive Director is currently under review. The successful incumbent will be compensated for per hour of service to the Association. Billings for services will be submitted on a monthly basis to the President of the Association for approval.

The Executive Director will provide at their own expense any office space, computer, telecommunications or other equipment required to carry out their duties. Approved expenditures required to deliver services to the membership will be reimbursed or paid directly by the Association.

Travel and related expenses from the Executive Director's home office to Halifax, N.S. to attend approved meetings and to carry out the activities approved by the Executive of ANSEA will be compensated at the provincial rate. Other travel expenses will be compensated at the provincial government kilometrage rate as approved by the president. Travel time will not be compensated from the home office to Halifax. Other approved travel and expenses will be pre-approved and reimbursed on a cost recovery basis. Expenses are to be claimed monthly with the compensation billing.

Applications should be sent directly to Guy Leblanc at anseaexecdirector@gmail.com prior to the deadline of 4 pm on April 21, 2017.