



Association for Compensatory Educators of Texas

Job Title:	Executive Director	Job Category:	Independent Contractor
Location:	This position is not bound by a geographic location. The Association supplies office equipment and supplies, yet not a physical office. Texas residents preferred.	Travel Required:	Some travel required for state conferences as well as meetings with conference hotels
Level/Salary Range:	\$55,000-\$65,000 annually	Position Type:	Contracted position
Contact:	Dr. Mark Ybarra drmarkybarra@gmail.com	Date Posted:	December 2, 2022
Anticipated Start Date:	April 3, 2023	Posting Expires:	February 24, 2023

External Posting URL:	<p>ACET Executive Director Job Posting</p> <p>ACET is looking for an Executive Director to oversee all operations, functions, and activities. You will be the face of the organization, responsible for giving the proper strategic direction and implementing a high-quality vision. An excellent executive director is an influential manager with the ability to lead and motivate. They have great communication skills and take a holistic approach to manage the organization's operations. The goal is to manage and lead the organization toward the realization of its mission.</p>
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Applications Accepted By:

<p>EMAIL:</p> <p>drmarkybarra@gmail.com</p>	<p>MAIL:</p> <p>Dr. Mark Ybarra Region 6 Education Service Center 3332 Montgomery Road Huntsville, Texas 77340</p>
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General Responsibilities

BOARD GOVERNANCE: Works with the board in order to fulfill ACET's mission.

Conference Responsibilities

- Attend all conferences, be the point of contact for hotel arrangements, set up conferences, and assist vendors, guest speakers, and members.
- Coordinate hotel negotiations, reservations, meeting schedules, speaker contracts and travel, marketing efforts, payments, receipts, and vendor setup.
- Organize, promote and manage workshops and conferences.
- Investigate the needs of and recommend to the Officers and Board provisions for conference facilities.

Day to day Responsibilities

- Provide organization correspondence, announcements, strategic planning, policies and procedures updates, and website support.



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- Distribute/post all official Association correspondence, including the Constitution, By-Laws, and other material.
- Attend all Executive Board meetings, make recommendations, and participate in discussions.
- Manage membership software, newsletters, and website and answer questions regarding the Association.
- Recommend administrative regulations to the Executive Board and By-Laws Committee, where needed.
- Act as the ACET public speaker and public relations representative in ways that strengthen its profile.
- Be custodian of all Association records.
- Maintain a positive rapport with the membership.
- Work closely with and maintain frequent contact with ACET officers.
- Ensure the ACET website meets required safety standards.
- Devise remedial actions for any identified issues and conduct crisis management when necessary.
- Other items as requested by the ACET Executive Board to further the efforts of the Association.

FINANCIAL PERFORMANCE AND VIABILITY: Develops resources sufficient to ensure the financial health of the organization.

- Financial support includes budget preparation, credit and debit transactions, banking, taxes, tax-related reporting, annual financial reporting, receiving all monies, and all general daily business operations.
- Direct and oversee bank accounts and financial efforts

ORGANIZATION OPERATIONS: Oversees and implements resources to ensure that ACET's operations are appropriate.

- Responsible for the hiring, evaluation, and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into on ACET's behalf.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree from an accredited university.
- Experience working in an educational and/or non-profit organization (preferred).
- Possess a work record of leadership skills for a minimum of five years.
- A strong understanding of budget projections and financial reports.
- Computer skills.
- Experience in event/conference planning (preferred).
- Excellent communication (oral and written) and public speaking skills.
- Outstanding organization and leadership abilities.

ABOUT ACET

Since 1974, the Association for Compensatory Educators of Texas (ACET) has provided training to educators serving at-risk students. ACET is a premier statewide professional organization dedicated to providing its members with the most up-to-date information about federal and state programs for students in Texas. Our vision is to meet the needs of students in Texas identified as at-risk. ACET sponsors two statewide conferences annually to meet the members' needs.



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