



**Missouri Staff Development Council**  
21300 Marks Crossing Circle • Warrenton, Missouri 63383  
Ph: 314-724-6732 or 724-MSDC •  
<http://www.msdc-mo.org>

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January 10, 2008

Missouri Staff Development Council is seeking an experienced individual to fill the position of Executive Director of MSDC. The Executive Director must:

- Act as liaison to the NSDC, DESE, and other state associations.
- Act as official contact and submit an annual report to NSDC.
- Provide an annual MSDC report.
- Share materials from other affiliates with the Board of Directors.
- Take care of all official/legal documents and historical memorabilia.
- Serve as an ex-officio member of the MSDC board and attend meetings as requested by the President.
- Submit publications for the NSDC Journal.
- Establish and maintain MSDC quarterly journal.
- Produce and enhance newsletter.
- Recruit and collaborate with members of MSDC.
- Provide reports as to progress of programming and issues of concern.
- Work with the Conference Planning team to plan, coordinate, and execute the Show-Me Conference.
- Obtain grant funding for maintaining and extending programs and partnerships.
- Keep policies and procedures updated.
- Establish partnerships as per strategic plan.
- Provide alternative income streams.
- Support and collaborate with the RPDCs
- Expand programming (PD 101, PD Academy, Workshops on ICs, work with DESE to provide state required mentoring and training required for certification)
- Update information on MSDC Website, advertise on website as well as in brochures and announcements for conferences/workshops.
- Update MSDC brochure and literature yearly.
- Attend NSDC annual conference and network meetings.
- Attend state board of education meetings and report to MSDC.
- Attend MACCE meetings and report to MSDC.
- Assist MSDC officers, Board, and program leadership for the purpose of supporting them in the completion of their work activities.
- Coordinate the work of the Commissioner's Award in collaboration with the past president.
- Perform other duties as may be assigned by the MSDC Board of Directors.

This position is 1 FTE having a pay range between \$45,000 to \$55,000 with a negotiable benefits package that will include (social security, FICA, unemployment, workers comp, a car allowance and insurance of up to \$475.00 per month) based upon experience and qualifications.

Interviews will be held during the months of February and March with the decision to be finalized by the end of March 2008 and the position becoming effective July 1, 2008. The ED will be evaluated yearly by the board of directors and this is a year to year position.

Posted January 10 through 31, 2008.