



The Pennsylvania Association of Colleges and Teacher Educators (PAC-TE) is a nonprofit association for all those in Pennsylvania who are engaged in the preparation and development of professional educators. We are dedicated to providing strong advocacy for professional educator preparation within the Commonwealth of Pennsylvania, and to providing the collective voice to enable and support that work. We promote the development and implementation of quality programs designed to prepare professionals for PK-12 classroom teaching. Additionally, we promote opportunities for individual professional growth for the benefit of P-12 students across Pennsylvania.

PAC-TE is seeking nominations and applications for the position of **Executive Director**. This is a contracted part-time position, renewable every two years at the discretion of the Board of Directors. The initial contract period will be November 1, 2021 through October 31, 2023. Applicants must possess excellent administrative, managerial, or secretarial skills and experience, including outstanding interpersonal skills. Familiarity with educator preparation is preferred. Demonstrated ability to use Microsoft Office tools and website management tools is essential. To acquire familiarity with PAC-TE, potential applicants are encouraged to visit our website: www.pac-te.org.

The Executive Director reports directly to the Board of Directors.

General Responsibilities

Board Governance

- Serve as ex-officio member of the PAC-TE Board of Directors, Executive Committee, committees, and the Association;
- Serve as executive secretary for the Board of Directors, Executive Committee, and membership and coordinate all arrangements for Board of Directors' meetings; and
- Maintain complete records of PAC-TE's Articles of Incorporation, bylaws, bylaw revisions, minutes, and policies.

Financial Performance and Viability

- Collaborate with the Treasurer and Executive Committee to prepare the annual budget for discussion and approval of the Board of Directors, and
- Collaborate with the Treasurer to ensure compliance with state/federal tax laws related to financial reporting for non-profits.

Organizational Operations

- Implement, maintain, and improve PAC-TE policy and procedures and bylaws;

- Maintain and secure association hard/electronic files/archives; maintain records of institutional/individual membership;
- Initiate/ respond to communications with and among members to include e-newsletters, e-memos, and the association's web site;
- Coordinate the planning, arrangements, onsite support, and follow-up for PAC-TE's fall and spring conferences and other professional development offerings;
- Support PAC-TE standing and ad hoc committees and working groups;
- Maintain and foster communications with partner organizations to include but not limited to: ATE, AACTE, KCEA, OCDEL, PDE and IHEs; and
- Perform all other duties as outlined in policy and/or directed by the Board of Directors.

Minimum Requirements

- Demonstrated ability to use Microsoft Office tools and website management tools;
- Solid organizational skills, including planning, delegating, program development, and task facilitation;
- Strong written and oral communication skills;
- Strong work ethic;
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community; and
- Demonstrated ability to collaborate with association officers and board members.

Preferred Requirements

- Familiarity with the field of teacher education;
- Evidence of effective leadership and managerial skills;
- Experience and skill in working with a Board of Directors;
- Experience in strategic planning and organizational advancement activities such as increasing membership, fundraising, growing sponsorship, etc.;
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting; and
- Ability to utilize databases and a variety of new technologies to accomplish PAC-TE goals.

To apply, please submit cover letter addressing the requirements of the position, curriculum vitae or resume, and three letters of recommendation to George Drake, PAC-TE past president (george.drake@millersville.edu). Please submit materials in MS Word or PDF format. If you have inquiries about the position or want to nominate another for the position, please contact Dr. Drake. Review of applications will begin August 1, 2021 and continue until the position is filled.