

EXECUTIVE POSITION PROFILE

Executive Director



**NATIONAL ASSOCIATION OF
School Psychologists**

This search is being conducted by:

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I. Position Description

Opportunity

The National Association of School Psychologists (NASP), an organization representing more than 25,000 school psychologists, seeks an experienced, visionary leader with strong communication and collaborative skills to build on the success of the long-tenured, retiring Executive Director.

The next Executive Director of NASP will be a seasoned leader, familiar with educational, behavioral and mental health issues, as well as experienced in advocacy and policy, particularly as these affect children and youth. NASP serves the public as much as the membership.

Scope of Position

The Executive Director reports to the Board of Directors and oversees governance and operations. NASP has 30 employees, an annual budget of \$8 million, approximately 150 elected and appointed leaders and represents school psychologists across the country.

To support members and their efforts, NASP provides national advocacy, technical assistance and training and educational programs; an annual convention and summer conference and the setting of standards for the accreditation of graduate programs in school psychology.

- Enhances NASP's already strong reputation as the go-to professional organization on issues such as high quality general and special education practices that meet the needs of students; school safety and violence; and education and mental health policy.

Governance

- Oversees operations, organization, communication and administration of the Board and Leadership Assembly meetings.
- Collaborates with the Board of Directors to oversee the process related to elections, appointments and leadership training.

Key Responsibilities

The Executive Director will oversee the following responsibilities and work closely with direct reports to monitor the progress of key programs and operations activities.

Strategy and Planning

- In collaboration with the Board of Directors and staff, develops, plans, and implements strategies, objectives, programs, and initiatives that deliver on NASP's core purpose, strategic goals, and priorities, including governance structure reform.
- Regularly reviews the strategic plan, reporting progress in order to ensure that priorities and resources align.



Communications, Public Relations and Partnerships

- Serves as a key internal and external spokesperson for NASP, in conjunction with the President, speaking for the Association to the media and public.
- Oversees efforts to enhance organizational visibility and awareness, including further efforts to develop relationships with relevant partner organizations.
- Is responsible for ensuring regular and ongoing communications with leadership and membership.
- Willingness to be engaged in periodic evening conference calls, committee meetings that are held at the NASP office over several weekends each year, and a willingness to fully commit to being present at the yearly NASP Annual Convention.

Membership

- Develops and oversees membership engagement models that respond to the needs of a diverse profession, and promote membership growth and retention.

Finance and Operations

- Works with staff to develop and propose an annual organizational budget for Board of Directors approval.
- Oversees day-to-day operations and is responsible for establishing and implementing operating and financial objectives, policies, procedures and reporting.



- Is responsible for all association activities and ensures that they are properly conducted and accounted for to the Board of Directors.
- Is accountable for financial stability, as well as regular reporting to the Board and/or Finance Committee.
- Identifies and recommends non-dues revenue opportunities to the Board for implementation.

Staff Management

- Responsible for the hiring, management, mentoring and development of NASP staff.
- Develops and administers staff policies, responsibilities, compensation and benefits.

Advocacy

- Collaborates with staff, Board of Directors and member volunteers; oversees and manages the development and execution of policy goals and tactics aligned with the strategic plan.
- Monitors federal agencies and policy issues to ensure a proactive role in influencing policy or legislation that could affect NASP, its members and the school psychology profession.
- Encourages and leverages, with appropriate resources, member engagement in advocacy efforts aligned with NASP goals.
- Oversees development of NASP communications strategies related to advocacy matters.

Professional Learning and Development

- Engages volunteers and staff to oversee the development of learning resources, tools and activities to enhance the membership's expertise and practice.
- Reviews professional development programs and activities in light of current and future trends.
- Works with volunteer leaders and staff to ensure the success of the annual convention.

Research and Standards

- In conjunction with volunteers and staff, operationalizes NASP's research agenda.
- Effectively oversees activities related to Accreditation, Credentialing, Ethics and Practice.
- Oversees the further development and management of NASP's signature programs, aligning resources and staff responsibilities to ensure strategies and objectives are achieved.

Qualifications and Experience

To be successful, the next Executive Director of NASP will need to have a combination of leadership experience in either a nonprofit organization, professional association or educational setting with a focus on school psychology, or a related field. Specific qualifications include:

- Bachelor's degree required. Master's degree and/or equivalent credentials or work experience preferred.
- Experience as an Executive Director having worked in a similar size organization preferred.
- At least five years of experience in a senior leadership role.
- Experience with governance in a nonprofit association.
- Proven track record of organizational success in senior management, handling multiple goals; supervising and developing staff.
- Familiarity with educational standards in professional education.

Key Skills and Abilities

- Effective communicator and public speaker.
- Customer service orientation and a desire to learn.
- Strong writing skills.
- Strong financial management and business sustainability skills.

- Strategic thinker who can see the big picture and motivate stakeholders toward a common vision.
- Ability to respect various viewpoints and unite people around a common goal.
- Ability to multi-task; comfortable with use of technology in various settings.

Personal and Professional Qualities

- Keen listener available to volunteer leaders based on varying schedules.
- Content knowledge and grounding in either school psychology or a related mental health field and/or K-12 education.
- Connects with people and connects people together.
- Flexible servant-leadership style; able to work with internal and external partners.
- A hard worker but able to model a work-life balance.

Measures of Success after One to Three Years

The Executive Director will have achieved the following, with metrics determined in collaboration with the Board of Directors:

- Established trusting relationships with staff, board and volunteer leaders.
- Identified future needs, opportunities and challenges.
- Provided continuity in executing the strategic plan.
- Facilitated an update of technology to increase efficiency and awareness of the NASP brand.
- Established a presence with the membership and along with the president is seen as the face of NASP.
- Established healthy relationships with partner organizations and expanded these relationships.

II. Organization Overview

About NASP

The National Association of School Psychologists (NASP) is a professional association that represents more than 25,000 school psychologists, graduate students, and related professionals throughout the United States and 25 other countries. The world's largest organization of school psychologists, NASP works to advance effective practices to improve students' learning, behavior, and mental health.

NASP is committed to providing guidance on topics such as assessment, school safety, grade retention, ADHD, racial and ethnic disproportionality in education, and much more. In addition, NASP has developed white papers to support professional positions, and resolutions that advocate for public support of these positions.

One of NASP's strengths is its team of volunteer leaders and professional staff dedicated to the mission; advocacy on behalf of students, their families, and the professionals who serve them; as well as the exceptional services provided to members and others. NASP leadership is comprised of the Board of Directors, the Leadership Assembly and numerous committees, boards and task forces who are appointed to advance the work of the association.

NASP encompasses the Education and Research Trust Fund (ERT) which is a charitable 501(c)(3) organization and a related entity of NASP. The ERT was established with the purpose of serving the mental health and educational needs of all children and youth and to encourage and provide opportunities for the growth of school psychology as a professional specialty. Various awards and scholarships are funded by the ERT including the Minority Scholarship Program.

Vision

All children and youth access the learning, behavior, and mental health support needed to thrive in school, at home, and throughout life.

Core Purpose

NASP empowers school psychologists to promote the learning, behavior and mental health of all children and youth.

Core Values

Integrity
Diversity
A Focus on Children and Youth
Advocacy
Collaborative Relationships
Continuous Improvement
Visionary Leadership

Standards and Certification

The *NASP 2010 Standards* are a unified set of national principles that guide professional practices, credentialing, graduate education, and ethical behavior of effective school psychologists. These major NASP policy documents are intended to define contemporary school psychology; promote comprehensive and integrated services for children, families, and schools; and provide a foundation for the future of school psychology.

The *Standards for the Credentialing of School Psychologists* are intended to be a model for state education agencies or other state or local entities, with recommended criteria for initial credentialing as well as recommendations for credential renewal. The standards also include a description of the Nationally Certified School Psychologist (NCSP) credential.

The *NASP Standards for Graduate Preparation of School Psychologists* identify critical graduate education experiences and competencies needed by candidates preparing for careers as school psychologists. Graduate education of school psychologists occurs through specialist-level or doctoral-level programs of study in school psychology.

Meetings and Conferences

Annual Convention Held every February; the next two conventions will be held in Chicago on February 13-16, 2018, and in Atlanta on February 26-March 1, 2019.

Summer Conferences will be held next in Atlantic City, NJ and Anaheim, CA in July 2018.

Public Policy Institute offered annually in conjunction with the George Washington University will be held in Washington, DC in July 2018.

Workshop training of the PREPaRE curriculum, focused on school crisis prevention and response, are available to school-based mental health professionals and other educational professionals at the Annual Convention and Summer Conferences.

Publications

Communiqué, the official newspaper of NASP, is the premiere source of news and information relevant to daily practice, trends, and innovations in the field, and is published eight times per year,

School Psychology Review (SPR) is a refereed journal published quarterly by NASP to provide a means for communicating scholarly advances in research, training, and practice related to psychology and education, and specifically to school psychology.

School Psychology Forum: Research in Practice (SPF) is a refereed journal published electronically to provide readers an interactive forum to access, discuss and expand on critical, current issues related to children's learning and mental health with the explicit goal of supporting school-based practitioners' ability to improve outcomes for students, families and schools.

Books and other products are available through the NASP online store.

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III. About Vetted Solutions

Vetted Solutions is a Washington DC based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

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