Iowa Association of School Boards
Job Description

Job Title: Education Human Resources Services Director
Person in Position: None
Responsible to: Associate Executive Director, Board Leadership & Legal Services
FLSA Status: Exempt
Employment Status: Part-Time

Position Summary:
Responsible for developing and providing IASB member, school personnel administrator, workforce, and human resource support services, including consulting with members, assisting with developing manuals, handbooks and other resources, and developing educational programs on member, school personnel administrator, workforce, and human resource issues.

Qualifications:
1. Experience as a school personnel administrator with school human resource functions and related areas, including collective bargaining.
2. Knowledge of Iowa school districts and area education agencies (AEA) organizational structure and function as well as associated laws, rules and regulations pertaining to public education and AEA employment.
3. Excellent written and oral communication skills with attention to detail.
4. Public speaking experience.
5. Proficient in developing and maintaining effective internal and external working relationships.
6. Strong organizational skills.

Essential Job Functions:
1. Provide consultative services to IASB members on school personnel administrator, workforce, and human resource issues and practices.
2. Plan, develop and promote IASB member, school personnel administrator, workforce, and human resource services (including collective bargaining, human resources and employment issues). Recommend changes and new services as appropriate to the needs of the membership.
3. Plan and organize the Fall and Spring IASPA workshops or learning experiences appropriate to the needs of IASPA membership.
4. Serve as an IASB representative to AASPA.
5. Assist with the development of IASB manuals, sample policies, and publications on school personnel administration, workforce, and human resource issues as needed.
6. Assist as with the analysis and impact on IASB members of proposed or adopted legislation, providing timely support to IASB government relations efforts. Assist with recommendations on needed changes in administrative rules, Iowa and federal law and proposed changes relative to assigned areas.
7. Participate on public policy, state agency or other committees affecting human resources, school personnel administrators, workforce, and personnel issues.
8. Serve as key liaison to IASB endorsed or sponsored programs, as assigned by the executive director.
9. Attend and contribute to IASPA Executive Committee meetings.

Associated Functions:

1. Project positive, optimistic image to staff, IASB members, vendors, and others.
2. Exhibit personal accountability and initiative by:
    a. Adhering to the staff operating principles;
    b. Following IASB procedures;
    c. Practicing effective teamwork;
    d. Accepting new challenges; and
    e. Incorporating new learning.
3. Proofread and edit written materials accurately.
4. Coordinate multiple projects simultaneously and work under deadlines.
5. Identify priorities among projects, seeking assistance when necessary.
6. Perform other duties as assigned for the efficient and effective operation of IASB.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 15 lbs.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to speak clearly in front of small and large groups.
5. Able to drive a vehicle.

Working Conditions: General office environment, remote work environment, and some statewide travel.

Terms of Employment: At will.

Evaluation:
Performance of this job will be evaluated in accordance with this job description, IASB's evaluation policy, and staff operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Revised – November 2026

IASB reserves the right to change this job description for the efficient and effective operation of this association.