

# 2022 MREA EXECUTIVE DIRECTOR JOB DESCRIPTION



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Questions, please contact:

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## The Position

The Montana Rural Education Association (MREA) is seeking an outstanding, dynamic, self-driven, inspirational leader who will strategically lead MREA. MREA's focus is on maintaining and expanding the high quality of education in Montana's rural communities including, but not limited to: adequate and equitable funding, local control, and the recruitment and retention of qualified staff.

Planned start date for the position is July 1, 2023

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## Key Responsibilities

MREA is seeking a leader experienced in the following duties and responsibilities:

- Experience in non-profit business operations preferred
- Experience in membership development preferred
- Deep understanding of legislative and political processes preferred
- Excellent oral and written communication skills with an ability to listen and respond
- Strong work ethic and recognizes, respects and utilizes the individual talents of others
- Experience in building strategic alliances with groups and organizations
- Interpersonal human relationship skills that inspire the confidence, respect and trust of all with whom the Executive Director interacts
- Skills required to maintain effective working relationships with leaders inside and outside the Association and work in a positive manner with all members of the educational family
- Ability to project a professional image of the energy and vitality necessary to represent, promote and support the unique needs of MREA and its affiliate members
- Technology literacy as it relates to organizational management and services, web and cloud based strategies
- Possess a general working knowledge of MCS operations
- Represent the MREA in a positive manner across the state and nation
- Perform other duties as directed by the MREA Board of Directors

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## Qualities and Qualifications

The chosen individual to lead MREA as its next Executive Director will:

- Have a Master's Degree or Doctorate Degree in a related field of study.
- Be highly knowledgeable and well-steeped in PreK-12 public education issues in Montana.
- Be a strategic, visionary leader who will assist the MREA Board and the collective members in the development of a strategic plan for the future success of MREA and its members and carry out the priorities identified in MREA's Strategic Plan.
- Be a strong advocate for Rural K-12 public education with all audiences and stakeholders including the state leadership, administration, legislature, Montana education advocacy groups, and federally with the Montana Congressional delegation and federal advocacy groups.
- Be a highly effective communicator on the value rural public schools bring to the communities served including written and verbal communications with the news media.
- Be a strong leader in making sound recommendations to the MREA Board.
- Oversee the operations of the Montana Cooperative Services (MCS).
- Oversee the operating budget and make recommendations to the MREA Board regarding yearly budgeting.
- Be available with a physical presence in Helena to accomplish the position duties including advocacy matters during legislative sessions.

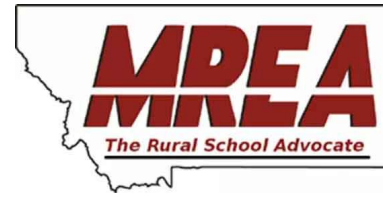
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## Contract Provisions

The Executive Director is a 12 month, full-time, exempt position under the supervision of the MREA Board of Directors. Compensation is commensurate with the duties of the Executive Director, with an annual salary range between \$115,000 and \$125,000 depending on experience and qualifications. MREA will provide a comprehensive benefits package (an amount 20% of salary for purchasing the benefits that meet the employee's needs and an amount 10% of salary amount contributed to an retirement IRA. Salary will be based off of a 220-day contract. There will be paid sick and vacation leave.

*Note that this position is independent of the Montana Teacher Retirement System and allows the individual seeking the position to receive their full retirement benefits from TRS and establish a new retirement IRA.*

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## Search Calendar

- Position Announcement and Application Available: October 19, 2022
- Application Deadline: First review of Applications on January 9, 2023
- Selection of Candidates for Interviews: January 31, 2023
- Interviews: February 6-10, 2023
- Selection of Successful Candidate: By February 27, 2023 (No public announcements will be made until the successful candidate has been offered and accepted the position)
- Begin Full-Time: July 1, 2023 (Monday, July 3, 2023)

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## Our Positions

The Montana Rural Education Association is an organization which is concerned about all aspects of the K-12 public education system in rural Montana. The organization is particularly concerned with the following basic educational premises:

- That equality of educational opportunity regardless of their geographic location is a constitutional right of all Montana students;
- That the state must provide a funding system which provides adequate funds for all students in Montana;
- That the “local control” provided to school boards in the Montana Constitution be realized in all aspects of school district proceedings;
- There must be sufficient state funding is available for implementation of the standards adopted by the Board of Public Education;
- Locally elected boards of trustees must have the authority to make decisions regarding consolidation with another district or expansion of an elementary district to a K12 district.

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## Our Commitments

- MREA is committed to work toward an educational funding system that is weighted to reflect the increased cost of educating students in rural areas of Montana, including all aspects of state ANB funding, transportation and capital outlay.
- MREA will work to ensure that the control and supervision of local school districts remain with the locally elected trustees.
- MREA is committed to work with all other educational groups for the betterment of Montana students.
- MREA will ensure that effective lobbying efforts are undertaken with the Montana Legislature, the State Board of Public Education, the Office of Public Instruction and all other public or private entities that have an effect on rural education in Montana.
- MREA pledges that its members will receive timely information regarding issues that affect rural education in Montana and will also encourage the participation of member districts in lobbying efforts when appropriate.

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## MREA Board of Directors

- **Larry Crowder – Culbertson**  
**President**  
Region 1 Administrator
- **Tobin Novasio – Lockwood**  
**Vice-President**  
Administrator, At Large
- **Carter Clausen – Malta**  
Trustee, At Large
- **Matt Genger – Malta**  
Administrator, At Large
- **Elliott Crump – Shelby**  
Region 2 Administrator
- **TBD**  
Trustee, At Large
- **Wade Johnson – Cut Bank**  
Region 3 Administrator
- **Dan Grabowska – Park City**  
Region 4 Administrator
- **Dick Cameron – Ashland**  
Trustee, At Large
- **Corey Austin – Sweet Grass High School District**  
Administrator or Trustee, At Large
- **Darin Hannum – Bainville**  
Administrator, At Large

The Montana Rural Education Association provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status or handicap in accordance with Title VI and VII of the Civil Rights Act of 1964, Title I of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Montana State Laws Against Discrimination.