

# The National Association of School Psychologists

Executive Director

## Position Overview

The National Association of School Psychologists (NASP) is the largest organization exclusively representing school psychologists, graduate educators, researchers, and students of school psychology.

Representing more than 25,000 members, NASP provides standards for ethics and practice, approves graduate training programs, provides certification that sufficiently adheres to its training guidelines, publishes a highly respected professional journal, holds an annual conference, and maintains an active public policy program that advocates for school psychology and those served by professional school psychologists. The association has annual revenues of almost \$9 million and has net assets of more than \$19 million. NASP headquarters office is located in Bethesda, Maryland and has a staff of 30 people.

NASP, a 501(c)(6) organization, seeks a new Executive Director upon the retirement of its current chief staff executive in June 2024.

NASP leadership is comprised of a Board of Directors and the Leadership Assembly, which includes the State Delegates, committees, boards, task forces, and work groups appointed to advance the organization's mission. NASP encompasses a strong cadre of volunteers, and the association supports the many independent state school psychology associations around the United States.

This is an exceptional time for the school psychology profession as communities deal with education in a post-COVID environment, increasing emphasis on how best to deliver services to students, and to overcoming local, state, and federal budget concerns that threaten the services needed by all students to truly meet their potential.

In the coming years, NASP will continue to move in a direction that is reflective of social justice and serving diverse populations. School psychologists will need to be proactive advocates, understand the most current research, and increase the skillset needed to work with an increasingly diverse population facing a myriad of challenges. All of this will occur in a challenging socioeconomic environment.

The individual selected to serve as the next NASP Executive Director will join a diverse organization with a committed group of volunteers, talented and committed staff, an engaged Board of Directors, and a membership that represents a large percentage of all school psychologists in the United States.

This is an outstanding opportunity for a strong and experienced organization leader who understands the importance of a strong board-staff relationship. The successful candidate will know how to get the most out of a staff by providing support, guidance, and professional development opportunities. By maximizing the work of the board and staff, the Executive Director will work to grow a vibrant organization that focuses its efforts on increased member engagement, satisfaction, and a sense of belonging.

# Key Responsibilities

## Strategies and Execution

Provides forward-thinking leadership through understanding of historical context in the development and execution of organizational strategy.

- At the direction of the Board of Directors, utilizes staff and other resources to articulate and implement the strategic plan of the association.
- Working with staff toward achieving goals; creates meaning and value for members; and ensures the future relevance of NASP to members, engaged parties, professional partners, allied professional groups, and beneficiaries of school psychology services.
- Ensures clear communication to volunteer leaders at all levels of the organization and works collaboratively in carrying out the NASP strategic goals and objectives.
- Provides advice and support to the Board of Directors, volunteers, and staff to ensure alignment of tasks that support the association's strategic goals and objectives.
- Demonstrates critical thinking and listening skills with the Board of Directors, state delegates, committees, boards, task forces, and members to further the strategic goals and objectives of the association.
- Empowers and supports staff through active listening, problem-solving, and aligning tasks with desired outcomes.
- Identifies new opportunities or challenges and recommends action to volunteer leadership as appropriate.
- Mobilizes the organization to respond in a strategic manner to routine and crisis situations.
- Supports the Board of Directors and the staff in the development and implementation, monitoring, and adjustment of strategic and other business plans.
- Positions the organization to grow and thrive through strategic thinking coupled with an awareness of the challenges faced by the school psychology profession, including practitioners, researchers, graduate educators, new professionals, and students.

## Governance

Engages and works with the Board of Directors on matters of governance, vision, core purpose, core values, and strategic goals. Serves as a non-voting ex-officio member of the Board of Directors.

- Supports the President, other officers, board members, state delegates, other leaders, and committees by providing advice, developing resources, and aligning organizational tasks that support the strategic goals.
- Works with the President to develop Board meeting content and agendas, leadership orientation, training, and other governance development activities.
- Provides expertise and guidance in the governance of nonprofit organizations.

- Maintains awareness of governance, legal and financial reporting requirements for 501(c)(6) organizations and provides guidance to the Board.
- Ensures legal compliance and appropriate risk management.

### **Influence and Relationship Building**

Promotes greater visibility for NASP and for the school psychology profession by communicating and outreach to the public, the media, public policy officials, academic institutions, related associations, and thought leaders.

- Works with volunteers and leaders in the advancement of the NASP public policy agenda, that includes advocating for children, families, and communities.
- In conjunction with the President and the Board of Directors, represents NASP to members, engaged parties, professional partners, allied professional groups, and beneficiaries of school psychology services.
- Serves as a spokesperson for NASP in conjunction with the President.
- Interacts with staff and members to understand their needs, maximize engagement, promote member satisfaction, and a sense of belonging.
- Provides guidance to the public policy committee and staff in order to promote the school psychology profession and pursue opportunities in the areas of regulatory, legislative, credentialing organizations, and accrediting bodies.
- Creates an environment of accessibility to NASP resources developed for in person, online, or print distribution.
- Ensures effective representation of NASP members and proactive and timely advocacy on relevant issues.
- Cultivates relationships with key organizations, alliances, and partnerships that share a common set of objectives.

### **Management Oversight**

Directs the operational activities of NASP with authority over hiring, dismissal, disciplining, promotion, and reviewing staff and staff issues while ensuring regular and transparent communication to the Board of Directors.

- Leads and continues to develop the organization's staff by inspiring and empowering them in their roles.
- Cultivates collaboration across functions and fosters a culture of integrity, teamwork, transparency, fairness, and focus on articulated goals.
- Works with staff to develop policies and procedures for the operation of NASP that encompass key principles of diversity, equity, inclusion, and accessibility.
- Is authentic, supportive, and transparent in leading the staff.
- Conducts the operations of the office within the established budget, and in conjunction with the Treasurer keeps the Board informed of any significant variances.
- Oversees budget preparation including modeling and forecasting.

- Through their leadership, the Executive Director supports and motivates staff to achieve individual outcomes that contribute to NASP and their own personal career goals.
- Establishes compensation and benefits for all NASP employees through oversight and in accordance with the annual budget.
- Executes oversight on contracts, agreements, and commitments for and on behalf of NASP in accordance with association policies. Maximizes operational efficiencies with a focus on meeting deadlines and exceeding expectations with respect to all programmatic activities of NASP by adhering to agreed upon schedules, deadlines, and objectives.
- Oversees the creation and implementation of business plans that support successful association infrastructure, especially in areas of staffing, technology, revenue generation, and professional development.
- Provides monthly communications to the NASP Board of Directors that include updates on key activities, financial condition, operations, membership, professional development programs, and publications.

## Qualifications and Experience

- Bachelor's Degree (master's degree preferred)
- Five to 10 years' leadership experience in a behavioral health, education, or human services organization
- Experience in building member engagement, especially with those who will be working into the middle of the century.
- Familiarity with 501(c)(6) organizations desirable
- Demonstrated record of accomplishment of growing an organization at the national level.
- Ability to build partnerships and coalitions to advance the NASP agenda.
- Experience in various aspects of managing a professional membership association, based on an understanding of association management principles and exemplary practice.
- An understanding of public policy at the state and national level, and understanding of grassroots advocacy
- Experience in the use of technology and social media to advance the NASP mission.
- Experience in raising the visibility of an organization.
- An inspirational and empowering leadership style that demonstrates respect and support for those with whom the Executive Director will work.
- A commitment to transparency and ethics in leadership.
- An understanding of and commitment to the philosophy and implementation of diversity, equity, inclusion, and accessibility in the workplace.
- Ability to hire, lead, develop, and empower high-performing staff.
- Experience in effective board governance and building relationships among volunteer leadership and staff professionals.

## Measures of Success

The following are examples of accomplishments for which the Executive Director will be measured and evaluated. Specific metrics used in evaluating the success of the new Executive Director will be agreed upon with the Board of Directors.

- The Executive Director demonstrates a keen interest, genuine passion, and commitment to the school psychology profession and to the NASP vision and mission.
- Committed to carrying out the NASP strategic plan that is supported with an annual operating and financial plan.
- NASP operations are being effectively managed and are supported by a highly functioning and motivated staff.
- Create and maintain a welcoming, inclusive, and supportive environment for employees to create an effective and unified team.
- Ensures that a culture of diversity, equity, inclusion, and accessibility thrives at NASP.
- NASP programs and advocacy will position the association as a recognized leader in the field of school psychology and as an advocate for children, parents, families, and communities when it comes to student success.
- Work with volunteer leaders and staff in the development of member-centric services that results in the elevation and enhancement of those working in the school psychology profession.
- The Executive Director will develop relationships with key thought partners, allies, related professional organizations and other groups who advocate for those served by school psychologists.

## Digital Presence

Web: <https://www.nasponline.org/>

X: <https://twitter.com/nasponline>

Instagram: <https://www.instagram.com/nasponline/>

Facebook: <https://www.facebook.com/nasponline>

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A PASSION FOR PURPOSE

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