

## JOB DESCRIPTION

Name: Thomas Dunn, Jr.  
Title: Director of Legislative & Urban Affairs  
Report to: Executive Director

## QUALIFICATIONS:

- Must possess a masters degree with successful experience as a school administrator
- Have training and experience in:
  - Urban education
  - Legislative analysis, development and lobbying
  - Developing Media Contacts and Media Alerts
- Exhibit skills and knowledge in:
  - Public Speaking
  - Human Relations Skills
  - Collaborative Leadership
  - Educational Trends

## RESPONSIBILITIES:

- A. Administrator in charge in the absence of the Executive Director
- B. Maintain a working knowledge of the Abbott regulations and any changes
- C. Serves as the Urban Superintendents' facilitator of meetings, notifications and schedules
- D. Act as a liaison to various NJASA committees
- E. Assist in developing NJASA position papers on educational issues; and develop leadership and professional development opportunities for NJASA members
- F. Tracks legislation pertaining to Association issues and keeps membership informed
- G. Provide testimony to the State Board of Education and Governmental Agencies regarding Educational issues
- H. Effectively lobby for all New Jersey public school using NJASA positions as a basis for testimony

- I. Collaborate with NJASA partners including, but not limited to, national and state professional associations, service providers, allied members and vendors, the New Jersey Department of Education, institutions of higher education, and NJASA sub-groups and committees as they relate to Urban and/or Legislative Affairs
- J. Makes periodic needs assessment of members and program
- K. All other responsibilities and duties as assigned by the Executive Director