Job Posting: Policy Assistant

About CASB

The Colorado Association of School Boards was established in 1940 to provide a structure through which school board members could unite in their efforts to promote the interests and welfare of Colorado's 178 school districts.

CASB represents and advocates for more than 1,000 school board members and superintendents statewide to groups both within and outside the K-12 education community. CASB provides services, information, and training programs to support school board members as they govern their local districts. Membership benefits and solutions are designed to enhance school board effectiveness and help board members increase their knowledge, boost their efficiency, and connect with their communities.

CASB also cultivates relationships with dozens of governing bodies and other education stakeholders—at both the state and national level — to ensure a unified and effective voice and presence on behalf of its members. The association is guided and governed by a 22-member board of directors comprised of school board members representing 12 CASB regions across the state.

CASB Vision

The Colorado Association of School Boards through leadership, service, training, and advocacy prepares local boards of education to advance a system of public schools where all students are challenged to meet their full potential.

CASB Mission

Advancing excellence in public education through effective leadership by locally elected boards of education.

About the Position

The Policy Assistant will be a contributing member of CASB's policy team, including:

- Act as the ODPM (Online District Policy Maintenance) service point person, including onboarding Colorado school districts with the service by completing a thorough review of the district's policy manual and completing policy updates upon request;
- Work with CASB staff members on our quarterly newsletter, *Special Policy Update*;
- Respond to member requests for policy information;
- Prioritize and manage online policy systems;
- Assist Policy Specialists as needed;
- Provide support for CASB events across multiple departments, which will include weeknights and some weekends

A qualified candidate will have:

- Administrative assistance experience;
- Detail-oriented with strong editing skills;

- Strong communication skills (verbal and written);
- Resourceful, can-do attitude;
- School district work experience, preferred;
- A genuine desire to work with people to improve public education in Colorado.

Industry: Education
Salary: $50,000 - 60,000
Job Posting Date: September 6, 2022
Application Deadline: September 30, 2022 at 4:00pm
Anticipated Start Date: To be negotiated

Please send a resume, cover letter, salary requirements, and references to Brittany Crossman at *bcrossman@casb.org*. Incomplete applications will not be considered.

The Colorado Association of School Boards is an equal opportunity employer and will not discriminate on the basis of race, color, national origin, ancestry, creed, age, marital status, religion, gender, disability, sexual orientation, genetic information, or veteran status.