



Associate Director for Professional Learning

Job Description

Under the supervision of the Chief Operating Officer, the Associate Director for Professional Learning provides leadership in the development, planning, and implementation of NYS AIS professional learning programs. The position's primary function is the oversight of residential conferences at Mohonk Mountain House, with some institutes and select other programs also included. The Associate Director collaborates to deliver the NYS AIS mission across programming and professional communities in keeping with the organization's values of excellence, dignity, empowerment, and leadership.

Core Competencies:

Collaborates, builds networks, values difference, plans and aligns workflow, approaches work with member focus.

The Associate Director for Professional Learning will:

- Demonstrate leadership in professional adult learning for independent schools through the selection of content and the design and implementation of educational programming.
- Identify, understand, communicate, and support the wide variety of professional learning needs in member schools, as intentionally gathered from the constituency, NYS AIS staff, accreditation visiting committee reports, listservs, input from volunteer committees, and other available sources.
- Maintain a network of presenters, facilitators, and speakers to support the development and delivery of learning events, and to select and contract with them as needed.
- Organize and implement all logistical and administrative requirements for residential conferences and institutes, including (but not limited to) planning all venue logistics, writing and editing program descriptions, promoting events, managing registrations and budgets, producing conference materials, printing name tags, and conducting follow-up surveys.
- Work with members of the NYS AIS staff to develop and monitor budgets for professional learning events.

- Demonstrate thought leadership and stay ahead of emerging educational and leadership topics that may impact independent schools, including culture, finance, technology, pedagogy, societal trends, diversity, equity practice, inclusion, leadership, and more.
- Explore and implement new technologies for professional learning delivery and engagement.
- Collaborate to deliver professional learning initiatives, programs, calendars, and timelines with the COO, other NYSAIS Associate Director for Professional Learning, and the full NYSAIS staff, particularly during regular and occasional meetings.
- Recruit, facilitate, and manage volunteer conference planning committees comprising representative practitioners from member schools.
- Travel extensively, including many multi-day trips away from home for conferences, workshops, institutes, and other opportunities, to ensure the smooth delivery of NYSAIS professional learning.
- Network with other professional learning directors nationally and internationally to establish mutually beneficial relationships across the independent school landscape.
- Maintain positive and collegial relationships between the organization and its member schools, embodying NYSAIS's mission and values.
- Be continuously collegial with other NYSAIS staff members to strengthen the organization and support the efforts of the NYSAIS staff where appropriate.
- Honor the unique and varied needs of a broad diversity of participants to assure an inclusive environment at NYSAIS events.
- Conduct research, compile data, and prepare position papers for consideration by the Executive Director.
- Undertake other duties that may be periodically assigned by either the Chief Operating Officer or the Executive Director.

Necessary Education, Skills, and Qualities:

- B.A. or B.S. degree; an Advanced degree preferred
- Experience in and/or understanding of independent schools
- Demonstrated working knowledge of current research, practice, and theory related to adult learning

- Computer skills; proficiency in and/or familiarity with and capacity to learn Google Workspace, Microsoft Office, Asana, and Zoom
- Demonstrated commitment to understanding the principles of equity practice
- Strong written and oral communication skills, including ease and facility with individual and group meetings conducted in person, through video conferencing, and on the telephone
- Self-starter and independent worker with strong and creative problem-solving skills, as well as a keen attention to detail
- Strong interest and skills in computer technology, database, website management, word processing, spreadsheets, video conferencing, innovative adult learning models, and other computer programs as needed
- Extensive knowledge of, and facility with, organization, planning, records management, and general administration
- Experience and comfort with professional use of social media
- Strong interpersonal skills and agility in moving between tasks while meeting deadlines
- Ability to effectively and enjoyably wear many hats simultaneously, from being a visionary thinker to executing minute administrative details
- Enjoyment and ability to relate to a wide variety of people, individually and in groups
- Approachable and empathetic with a sense of humor.

Other Information:

NYS AIS is a statewide organization with staff primarily based in New York State and working remotely. Although the successful candidate can be flexible in location, the position will require frequent travel to Mohonk Mountain House, New York City, and other areas throughout the state.

Salary range \$120,000 - \$150,000

Please send 1) a letter of intent and, 2) a resume/CV to hr@nysais.org by **January 12, 2026**

The New York State Association of Independent Schools is committed to equity and inclusion and does not discriminate on the basis of color, religion, disability, gender identity, national origin, or sexual orientation.