



The Iowa Pupil Transportation Association (IPTA) is currently seeking a qualified individual to fill the part-time position of Executive Director. The Executive Director will play a crucial role in providing leadership and management for the successful operation and growth of the association.

Applications will be screened, and interviews will be given to qualified applicants. This is a part time position, requiring 30 - 35 hours per week. The selected individual will be offered a starting salary of \$40,000 based on knowledge and experience.

Job Goal: Support the mission of the IPTA by representing the association, including its membership sustaining members and 12 member board of directors.

Note: Chris Darling the IPTA Executive Director will be staying on through the 2024 regional meetings, and the July summer conference and tradeshow. He will provide assistance and training to ensure a smooth transition period. His last day will be October 1, 2024.

**Iowa Pupil Transportation Association Executive Director job description can be found at: www.4ipta.org
(Quick Links - Employment Opportunities)**

Interested candidates should submit their resume, cover letter, and references by April 12, 2024 at midnight to:

IPTA Executive Directors Application

Carlos Guerra, IPTA Board President

carlos.guerra@norwalkschools.org

Iowa Pupil Transportation Association

Job Description

Position Title:

Executive Director (hereafter referred to as “ED”)

Job Goal:

Support the mission of the IPTA by representing the association, including its membership and Board of Directors.

Hours/Days/Place of Work:

Hours and days of work will be specified in the individual employment contract. All necessary office equipment and furniture will be provided by IPTA upon board approval. It is expected that regular office hours be established and tended to unless conducting IPTA business elsewhere or attending meetings on behalf of IPTA.

Performance Responsibilities:

1. Develop and maintain an effective outreach program that produces increased association membership and participation in association programs and activities.
2. Promote and maintain a positive business partnership with the Department of Education, other government agencies, school transportation industry vendors, associations, and other professional organizations.
3. Coordinate internal and external communications, which ensure a timely response to incoming requests. Provide accurate, up-to-date information for all publications and the IPTA website. Have a clear understanding of the association’s position and message on various issues as they develop.
4. Monitor important trends and issues to enable the association to maintain a proactive stance in terms of members and public information and legislative initiatives.
5. Speak effectively on behalf of the association by using input from appropriate sources within the association.
6. Serve as a clearinghouse for information on a wide range of industry and association issues.
7. Promote the financial stability of the association by prudent financial management practices and by securing or identifying appropriate funding sources.
8. Implement projects, initiatives, and programs that will serve the needs of the membership, financial goals, and objectives of the association.
9. Serve as a liaison to association committees, business, and corporate sustaining members by serving as a resource for technical support and policy issues.
10. Represent the association, when appropriate, on committees, councils, and other group meetings that may have the potential to impact Iowa’s school transportation programs.
11. Other duties as assigned by the President and/or Board of Directors.

Reports to:

Association President

Related Responsibilities:

The following responsibilities have been identified as representative of the work of the ED. They are considered to be flexible concerning the needs of the association.

- **Representation:** Represent the association in all matters involving government, media, and the membership including making presentations, serving on industry-related committees, and councils, and interacting with internal and external affiliates and associations.
- **Advocacy:** Advocate for the IPTA and the pupil transportation industry. Monitor school transportation legislation, and other activities/happenings within Iowa as well as at the federal level, keeping the Board of Directors and membership informed of important issues.
- **Professional Development:** The Board of Directors expects that the ED will continually strive to improve his/her knowledge base of IPTA and the pupil transportation industry through contact with industry sources, and attendance at State and National Conferences.

- **Membership Services:** Serve as the initial contact for the membership. Route and/or answer routine telephone calls and emails from members and member schools. Communicate with all members professionally and proactively.
- **Newsletter:** Facilitate the writing, editing, printing, and mailing of the association's quarterly newsletter, "*Bus Stop News*," in a timely manner according to the Board's wishes.
- **Programs and Services Development:** Initiate and implement new and sustainable programs and services, meeting the needs of member supervisors, maintenance technicians, and other transportation staff.
- **Conference(s), Tradeshow(s), Regional Meetings:** Plan, organize, and manage the association's Annual School Transportation Conference, Tradeshow, Regional Meetings, and other association events.
- **Financial Accounting:** It is the responsibility of the ED to receive all fee payments to the association and deposit all monies in a timely manner in a financial institution approved by the Board of Directors. In addition, oversee the receipt and payment of all approved expenses incurred by the association from the association's checking and/or savings account or credit card. Maintain an accurate electronic and manual accounting of all income and expenses of the association. Provide annual financial information to an approved certified public accountant for preparation of the annual income tax report to the IRS.
- **Membership Fees:** Maintain and oversee membership fee notifications, fee collections, necessary follow-up, and associated recordkeeping.
- **Membership Marketing:** Create a marketing strategy to promote and encourage new individual and school district memberships among school transportation personnel and sustain memberships by businesses that provide products and services to Iowa's school transportation programs.
- **Activities Report:** Prepare and distribute at least monthly an ED's activities report to the Board of Directors.
- **Board Meetings:** The ED is expected to arrange meeting space and attend all regular and special Board meetings. It is the responsibility of the ED to prepare, with the assistance of the President, meeting agendas and distribute same in a timely manner to Board members and special committee chairpersons.
- **Website:** Review and provide updated information monthly on the association's website. (www.4ipta.org).
- **TEAM Manual:** Notify schools of the intent to update the IPTA Transportation Emergency Assistance Manual (T.E.A.M). Collect updated contact information and transmit electronically a copy to the designated IPTA Website www.4ipta.org.
- **IASB Convention:** Secure an IPTA booth at relevant convention(s) and establish a work schedule for Board members to assist the ED in working the booth.

Evaluation Method

Written evaluations shall be conducted by the president and reviewed by the Board of Directors. These evaluations shall occur after 90 days and 180 days after initial hire, and thereafter annually during the third quarter of the calendar year, after the annual conference.

Preferred Knowledge, Skills and Abilities:

- Knowledge of Iowa's yellow school bus transportation programs including statutory requirements and rules relating to school transportation in Iowa. (**Minimum of five (5) years' experience**)
- Organizational skills relating to the daily operations of an association including work schedules, timelines, financial accounting, and recordkeeping.
- Proficiency in the use of e-mail, electronic communications, and website maintenance.
- The ability to maintain professional relationships with the membership, media, governmental agencies, other associations, and the general public.
- Excellent oral and written communication skills.
- Willingness to travel to attend meetings and programs sponsored by the IPTA or to represent IPTA at conferences and events sponsored by other organizations.
- Experience working for schools as an administrator, transportation director/supervisor or maintenance technician.
- Knowledge of school administration operations and procedures.
- Knowledge of electronic, web-based platforms to facilitate online meetings for the organization. i.e.: Zoom, Google Meet, or Microsoft team.
- Demonstrated proficiency with Microsoft professional office products (Word, PowerPoint, Publisher, and Excel) and accounting software.