

OKLAHOMA ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS



## EMPLOYMENT ANNOUNCEMENT

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### Education Director

**April 8, 2024 – until a suitable candidate is hired**

**JOB TITLE:** Professional Development Coordinator

**SALARY COMPENSATION PACKAGE:** Negotiable

**WORK PERIOD:** Monday through Friday, 8:00 am – 5:00 pm, and occasional after-hours and overnight travel required.

**WORK LOCATION:** Work from home

*Experience:* Minimum of five years of experience in public or technical education, school business management, school accounting, or a combination preferred.

*Job Objective:* Develop and coordinate professional development activities and events for OKASBO.

*Education:* Bachelor's degree in accounting, Business, or Education preferred

*Special Knowledge, Skill, or Ability:*

- Knowledge of various aspects of school business finance and operations
- Excellent organizational skills
- Critical thinking skills
- Problem-solving skills
- Detail-oriented
- Ability to effectively interact with diverse industry professionals
- Ability to work in a team
- Exemplary personal conduct and integrity
- Reliable, dependable, and punctual
- Excellent written and oral communication skills
- Intermediate to advanced business and computer technology and electronic communications skills

Applications will be accepted by mail at OKASBO, PO Box 32364, Edmond, OK 73003. Please submit your letter of interest and resume for the above-referenced position.