

Our values:

Leading: *We advocate for equity and influence for positive change.*

Linking: *We collaborate with purpose and support each other's wellbeing.*

Learning: *We learn together to build our individual and collective capability.*



Roles and Responsibilities

President

The President is an executive officer of the Association and a member of the Executive/Management Committee. The President must be a person who is permanently employed by the Department of Education and who has been an Ordinary Member for at least five (5) years in total (though not necessarily consecutively). The President is elected for a period of two years and is eligible to serve for a period of three consecutive, two-year terms in office. The president is an Ordinary member of the Association.

The President of QASEL is an experienced special education school leader in Queensland who represents the views, needs and aspirations of QASEL members, and is committed to the strategic vision and values of the Association. The president must balance their responsibilities to the Department of Education with their responsibilities to the Association and members.

From the Constitution:

24.9 The President is to preside as chairperson at each Executive/Management Committee and State Council meeting.

From the Interchange Agreement:

Schedule 1 - Job Profile/Duties

The Employee is to undertake the following duties as President of the Queensland Association of Special Education Leaders Inc. Under the leadership of the President, QASEL:

- will provide individual state school leaders across Queensland with relevant and informative professional development opportunities and associated publications.
- will work cooperatively with the Department of Education to resolve current and emerging issues through:
 - participating in major stakeholder meetings; and
 - providing input and quality advice to the department in regard to developing policy and procedures relating to school business.
- will regularly interact with the department and provide reports to the department, as negotiated.
- may make and carefully consider proposals for it to undertake or contribute to specific projects, consultation or advisory services on topics related to the Association's activities.

Responsibilities:

Leading

- Demonstrates knowledge and understanding of the Association's Constitution and the impact of such in relation to the role, responsibilities and reporting commitments of the president
- Leads the Association in terms of its strategic vision, values, purpose and agenda; developing and implementing the Associations Strategic Plan, AIP, annual budget, policies and procedures
- Operates within the principles of the Memorandum of Understanding with the State of Queensland
- Provides leadership and strategic direction to members through understanding the educational agenda as well as the contexts in which special education school leaders work in Queensland schools
- Advocates on behalf of members with the Department of Education, key organisations, stakeholders, reference groups, and working parties to influence the educational agenda, and to inform and influence policy development within the Department
- Provides critical and timely information to the Minister, Director-General, Senior Executives, QASEL Executive/Management Committee in response to current matters, especially delicate in nature

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- Utilises high level knowledge and expert judgement when representing QASEL at meetings with Senior Officers of the Department; key organisations; stakeholder and reference groups and working parties
- Ensures appropriate representation on various QASEL reference groups, working parties and sub-committees
- Balances the responsibility for decision-making between the Executive and Executive/Management Committee of the Association
- Represents the Association at a national level
- Presides as chairperson at the Executive, Executive/Management Committee, State Council and General meetings of the Association
- Supports the BM, Secretary and treasurer of the Association in managing the business of the Association
- Reports to the Executive, Executive/Management Committee and State Council e.g., President Reports

Linking

- Builds networks and partnerships with other professional bodies, organisations, sponsors, ASEPA and other relevant national organisations and forums
- Supports the wellbeing of principals and school leaders through formal and informal means, connecting with them in times of need, recognising their work and achievements
- Grows the membership of the Association by actively promoting its vision, values and purpose with special education leaders across the State of Queensland e.g., school visits, road trips, conferences and professional learning activities, social media avenues, empowering Regional Councillors to make links with members within their local area through meetings and professional learning opportunities
- Maintains the momentum and strategic direction of QASEL through consultation and collaboration with Executive/Management Committee, State Council, sub-committees, working parties, and members
- Publish a fortnightly newsletter informing members of the work of the president and Executive/Management Committee, providing access to important updates and information, professional learning opportunities and celebrations
- Engages with a variety of media platforms to promote the vision, values, and celebrations of the Association e.g., Facebook, Twitter, Instagram, LinkedIn
- Supports the incoming president during transition to the position

Learning

- Builds leadership breadth and depth within the Association by developing participatory structures, connecting with people and meaningful networking, mentoring and coaching for leadership
- Promotes capability development opportunities to members and school leaders that are responsive to the needs of members, educational/regional agenda, context, and student learning
- Models own professional learning e.g., attendance at conferences, feedback and coaching, work shadowing, completion of APRP
- Maintains governance structures and processes that are transparent and accountable

Resource Provisions:

A President will be provided with the following:

- access to QASEL Constitution, strategic documents and position papers
- access to QASEL's website for the storage of documents
- QASEL email account to be used for all correspondence of the Association
- Technology: phone, laptop, etc.

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- Debit card for the payment of work related purchases
- members list (networking, support)
- access to the business manager
- access to additional admin support as required
- financial reimbursement for incurred costs e.g., photocopying etc.,
- expenses in relation to conferences, networking, professional learning, state/national travel (airfares, meals and accommodation and car hire), out of pocket expenses approved by Executive/Management Committee
- role and responsibilities statement

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