

JOB POSTING

Position Title: **New York SkillsUSA Director**

Basic Function: The SkillsUSA New York SkillsUSA Director provides leadership and coordination in the operation of NYS SkillsUSA. The Director is appointed by and responsible to the NYS SkillsUSA Board of Trustees.

Qualifications:

1. Present/Past member of SkillsUSA
2. Teacher/administrator/staff whose experiences have been in areas of Education and Student Leadership (SkillsUSA).
3. Familiar with and actively participated in NYS SkillsUSA activities Present/Past member of SkillsUSA

Board Appointment: Two year appointment with position posted during even year.

Start Date: August 1, 2026

Work Year: 12 months

Stipend: As per Board.

Application to Include:

Letter of Intent
Resume
References
Letter of Support from current administrators (if applicable)

Application Deadline: April 15, 2026

Send application information to: Bradley Boyles
Associate in Instructional Services
New York State Education Department
89 Washington Ave. Rm. 315 EB
Albany, New York 12234
Bradley.boyles@nysed.gov

NYS SkillsUSA Director

1. The State SkillsUSA Director shall be elected by a majority vote of the Board of Trustees. The term of office shall be a period of two years. Elections shall be by the SkillsUSA Board at a meeting called by the Board Chairperson.
 - Corresponds, as required with National SkillsUSA, Board of Trustees, the State Education Director/Corporate Member, the Executive Council and the Club Advisors.
 - May interpret SkillsUSA philosophy.
 - Is a resource person on National SkillsUSA.
 - May assist local school district personnel, students and/or advisors in

2. The State SkillsUSA Director as an advisor to the State Officers.
 - Responsible for the State Officers Management Team. Assists State Officers and their Advisors.
 - Attend and assist in the development training sessions for the new officers in leadership techniques, effective speaking, proper dress, National and State SkillsUSA history, finance, and rules and regulations.
 - Assist State Officers in preparation of programs for State Conferences.
 - Assist State Reporter and Officers in the preparation and distribution of the State” newsletter.
 - Responsible for the State Officers Screening Committee. Support and encourage Regional Conferences.
 - Encourage and promote Statesman’s Award for officers and advisors of all

3. The State Coordinator/National SkillsUSA Liaison and Board of Trustees Shall be responsible to the Board of Trustees.
 - Shall assist in selection of conference and meeting sites, evaluate contracts, and co-sign all
 - contracts with the Chairperson of the Site Contracts Negotiation Committee.
 - Shall communicate with Trustees on matters pertaining to the Executive Committee. Provides communications liaison between Trustees and the Executive Council.
 - Assists the Board Chairperson and the Board Secretary in the preparation of the agenda for Board of Trustee meetings.
 - Shall recommend Operational Committee members and distribute Operational Committee Handbook.
 - Shall be a member of the NYS Education Team.
 - Shall coordinate and be responsible for the program and facility arrangements for

4. The State SkillsUSA Director and the State Education Director/Corporate Member shall participate with the State SkillsUSA Education Director/Corporate Member on educational planning and implementation of programs where appropriate.
 - Shall communicate with the State SkillsUSA Education Director/Corporate member on a frequent basis.
5. The State SkillsUSA Director oversees the following Staff:
 - New York Leadership & Skills Coordinator
 - Financial and Membership Coordinator
 - State Conference Coordinator.
6. The State SkillsUSA Director and Local Chapters shall provide continuous communications with Local Chapters on Statewide activities.
7. The State SkillsUSA Director:
 - Shall approve all expenditures of monies. (All vouchers must be presented, checked and signed by the State Director before payment.)
 - Assist in the development of effective finance procedures and reporting systems.
 - The State Director, at the discretion of the Board of Trustees (Policy made in 1993), the New York State Education Director's responsibilities may be assumed by the State SkillsUSA Director.
1. The State SkillsUSA Director thoroughly understands and interprets organization, purposes and goals of the State association.

Is prepared to advise and inform on administration, programs and club activities.

 - Develops a thorough knowledge of the constitutional documents on all levels and how they relate to one another.
 - Shall be responsible for a thorough knowledge of materials and forms available from National SkillsUSA.
 - Develop and maintains a State Handbook.
 - Communicates greetings and welcome to each new club in the state. The Central Treasurer shall inform after dues are received by the State Association.
 - Participates and assists in making arrangements for the annual National SkillsUSA Leadership SkillsUSA Conference.
 - Develops and maintains a State Office for all appropriate information, reports, files, etc. Reports to the State Board of Trustees all matters pertaining to National SkillsUSA where appropriate.
 - Corresponds with and advises the State Board of Trustees and clubs on new policies at the National and/or State level concerning student organization.
 - Promotes, with the Board of Trustees, successful financing of a full program of State SkillsUSA activities.