

## **UniServ Director (UNION)**

### **Qualifications:**

Bachelor's degree minimum or a combination of related experience and/or training; familiarity with association work as a teacher leader and/or staff. Broad background in all association programs. Enthusiasm for working with people. Knowledge of small rural local concerns preferred. SDEA/NEA is an equal opportunity affirmative employment employer.

### **Responsibilities:**

1. Advocating for the rights of unified SDEA/NEA Active members of the local affiliates through collective bargaining, grievance processing, and other means.
2. Developing and/or implementing local affiliate programs and activities to increase and maintain unified SDEA/NEA Active membership.
3. Developing and/or implementing local affiliate political action, community/public relations, legislative support, and professional development activities and programs.
4. Developing and/or implementing local affiliate programs in member rights and human relations.
5. Improving and maintaining the organizational health of local affiliates through leadership training and development, internal communications, business management, and conflict resolution.
6. Coordinating and advocating NEA and state affiliate programs and priorities with local affiliates and the unified SDEA/NEA Active members of local affiliates.
7. Performing other duties as assigned or necessary to carry out the strategic goals of the Association.
8. Performing one or more of the following assignments as determined by the Executive Director:

- \*Membership Coordinator
- \*Student Program Coordinator
- \*Retired Program Coordinator
- \*NEA RA Coordinator
- \*HCR Committee Staff Liaison
- \*ESP Coordinator
- \*YESS Coordinator

Responsible to Executive Director

Evaluated by the Executive Director

Adopted: April 5-6, 2001  
Revised: February 1-2, 2002  
April 3-4, 2003  
June 16, 2003  
January 23, 2004  
December 4-5, 2009  
October 4, 2013

April 5, 2014  
September 24-25, 2016