



INDIANA STATE TEACHERS ASSOCIATION

Job Description

CONSISTENT WITH THE ISTA AFFIRMATIVE ACTION PLAN, MINORITIES, WOMEN, PERSONS WITH HANDICAPPING CONDITIONS, ALL AGES, DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA ARE ENCOURAGED TO APPLY.

JOB TITLE: UniServ Director

DATE OF POSTING: April 23, 2019

CLOSING DATE: May 6, 2019

SALARY RANGE: \$80,166 - \$121,748

ESTIMATED DATE TO FILL: June 3, 2019 or after

The Indiana State Teachers Association is seeking a qualified candidate for the position of UniServ Director in Area 11 – located in our Shadeland office.

I. General Description of the Position's Function and Purpose

The UniServ area encompasses twelve K – 12 locals, with approximately 1,700 members. The UniServ area for the position is generally located in the north and northwest region of the Indianapolis metropolitan area and assigned to the Shadeland office east of Indianapolis with support staff in this office. This is a Professional Staff Organization position. It is subject to the collective bargaining agreement between ISTA and the Professional Staff Organization.

II. Qualifications:

- Bachelor's degree required. Master's degree preferred.
- Minimum of four to five year's work experience.
- Basic organizing knowledge and skill.
- Experience in selection, evaluation and training of individuals who will train others.
- Knowledge of the ideological base of advocacy associations.
- Experience in developing and implementing plans based on analysis of current events, organizational goals and attitudes.
- Experience or training in areas such as collective bargaining, public relations, political action, organizational operations, etc.
- Experience in a public school environment.
- Oral and written communication skills required.
- The following interpersonal skills are required:



- Oral and written communications
- Persuasiveness
- Initiative
- Problem analysis and resolution
- Relationship building
- Leadership
- Organizational sensitivity
- Flexibility
- Detail oriented

III. Specific Duties and Responsibilities

- Provide member training in program areas as appropriate.
- Facilitate communications to and among locals within the UniServ area.
- Assist and provide training to local associations in organizing for power.
- Assist and provide training to local association bargaining teams.
- Assist locals with member representation with employment-related issues.
- Consult with members on professional issues.
- Provide local leaders with information about local, state and national programs and assist with the implementation of these programs.
- Assist in collection of data from within the UniServ area as directed by the immediate supervisor.
- Act as a liaison between legislators and the Association and assist in campaigns as appropriate.
- Provide administrative advice to local leaders in the operation of local associations and District Council.
- Liaise with other Association staff.
- Assist locals in developing external communications.
- Assist Political Action Committees, as assigned.
- Assist local associations in the recruitment and retention of membership, including, but not limited to, making appropriate building visits.
- Perform other duties as assigned by the executive director and/or immediate supervisor.
- Organize new locals where applicable.
- Assist locals with grievance processing and administrative appeals as requested.
- This position is under the direction of Craig Blume, Director of UniServ and Organizing, Northern Region.

IV. Application Procedure

Applications will be accepted through May 6, 2019. Please send letter of interest, resume and three references to Amy Kishton at akishton@ista-in.org.