Announcement of Vacancy for UniServ Unit Director
Big Thompson UniServ Unit
809 N. Colorado
Loveland, CO 80537

Date of posting: September 1, 2015
Closing Date: September 29, 2015

Big Thompson UniServ Unit (BTUU) is a professional organization, affiliated with the Colorado Education Association, supporting local education associations for approximately 750 members. BTUU represents and supports licensed educators and classified employees in the Thompson Education Association, Thompson Classified Education Association, and Estes Park Education Association. The office is located in Loveland, CO.

BTUU employs one Unit Director and one part-time Associate Staff. The present vacancy is for the Unit Director Position.

General Job Description and Duties:

- Provide Unit locals and individual members with the services of the Association. Promote state and national programs. Work under the general direction of the local presidents and the immediate direction of the Unit Chair.

- Assist local leaders with teaching and learning strategies to include, but not limited to, ability to provide professional development, knowledge of common core standards, articulate a vision of 21st century public education, and support educator effectiveness standards.

- Assist educational support professionals with strategies to build capacity and address issues for their unique contributions to the public school environment.

- Excellent public relations including the capacity to think collaboratively, build relationships, make decisions quickly and effectively. Excellent written, oral and interpersonal communication skills.

- Assist local leaders with the development, implementation, and evaluation of local association program; provide training, consultation and resource services to members and locals in:
  - Bargaining
  - Contract design
  - Organizing
  - Membership retention and recruitment
  - Member rights
  - Grievance processing
  - Employment-related problems
  - Legislative and Elections actions

- Assist in coordination of local programs with state and national association programs.

- Attend CEA staff meetings and trainings.

- Visit buildings in all the locals on a routine basis.

- Develop activities with the other leaders of the Unit to accomplish the goals and objectives of the Unit/Association.

- Serve as staff consultant to Association committees as assigned.

- Participate in District level meetings, as assigned.

- Attend meetings with local presidents as requested. Fill in for the local president when they are unavailable.

- Supervise, direct, and evaluate associate staff

- Duties as assigned.
Compensation

Compensation package range of $58,000-$65,000 commensurate with experience

Application Procedure: Email application and resume to cynge123@hotmail.com by September 29, 2015.

Interviews will be conducted by mid to late October. Unit Director hire date to begin by November 30, 2015.

For more information, please contact Big Thompson UniServ Unit Office, 970-667-1832.

Big Thompson UniServ Unit is an equal opportunity employer. Ethnic minorities and women are encouraged to apply.