Organization Overview: Orange County Classroom Teachers Association is the exclusive representative for over 14,000 Teachers employed by Orange County Public Schools.

Position Overview: The Field Representative is responsible for developing worksite leaders, empowering members, enforcing the contract and building the union through membership recruitment and activism to meet the goals and objectives of OCCTA. The primary function of the Field Representative is to visit schools on a regular basis, as well as work from the office, in order to organize members, provide information, answer inquiries, provide representation (both site based and at the district level), obtain feedback and handle day-to-day member services. Field Representatives also support the union generally by conducting training, serving as representatives to various union and/or district committees and other special projects. The Field Representative will be responsible for a specific cluster of schools and other worksites. Responsible to the President and Chief of Staff.

Responsibilities:
- Understand and interpret collective bargaining agreements and other relevant laws and policies to assist union members in understanding their rights
- Provide program resources, consultation, assistance, and training to members. Develop and maintain effective worksite leadership structures through the recruitment training and support of Association Representatives (ARs) and other union leaders.
- Plan and facilitate school visits to recruit, empower members, address concerns and identify leaders. School visits shall include regular meetings with ARs, Faculty meetings, and general OCCTA meetings
- Assist union members in achieving informal resolutions to work-related problems
- Maintain regular communication and visibility with bargaining unit members through one-on-one conversations, site visits, phone calls, meetings, etc.
- Provide assertive and prepared advocacy, handle Pre-Determination Meetings (PDMs) and grievances and other personnel matters on behalf of union members. Assist in the representation of members in various proceedings such as hearings, community events, school board meetings, etc.
- Maintain proper working relationship with district personnel
- Work professionally and collaboratively with members and OCCTA staff
- Maintain accurate records and files and produce reports as necessary
- Attend OCCTA meetings, trainings, community events, etc., as assigned by the President/Chief of Staff
- Serve as a liaison to CTA Committee(s) and/or special projects as assigned by the President

Successful applicants will possess the following knowledge, skills and abilities:
- A solid understanding of unions and labor relations is necessary.
- A degree in education, labor relations or a relevant field and/or prior experience as union staff, a union activist and/or leader is preferred
- A general knowledge of education issues, with an emphasis on issues affecting our members.
- Demonstrated organizing, communicating and coordinating skills necessary to successfully complete complex group projects and activities.
Successful applicants will possess the following knowledge, skills and abilities (continued):

- Ability to work independently, while managing multiple projects and working under tight deadlines.
- Demonstrated leadership ability in working with professional groups and/or labor organizations.
- Ability to work as part of a team in a small, but very busy office where anything and everything may be part of your job.
- A strong commitment to public education and the incredible work our members do is absolutely essential.
- A valid driver’s license and reliable transportation—the job requires daily in-county travel.
- The ability to work irregular hours, including evenings and weekends.
- Rudimentary knowledge of labor law.
- Knowledge of the OCCTA Contract.
- Experience in recruiting members.
- Team development.
- Some understanding of the history of OCCTA and affiliate organizations, FEA, NEA, AFT.
- Knowledge of goal setting.
- Must be self-directed (how to prioritize work-load).
- Some technology experience.
- Ability to analyze data.
- Rudimentary knowledge of collective bargaining.
- Knowledge of Right-to-Work state statutes.
- An understanding of workforce diversity.
- Organizational skills.
- Willingness to recruit members.

In addition to the above responsibilities, the employee may be required, on occasion, to travel out of county/state and/or attend meetings in the evening or on weekends, at the employer’s expense. Flexible hours may be required to meet the responsibilities of this position. A valid Florida driver’s license is required as well as clearance to enter school sites under the Jessica Lunsford act.

REQUIRED SKILLS, EXPERIENCE, EDUCATION

- Proficiency in Microsoft Office and Internet
- Problem solving and negotiating skills
- Excellent organization and communication skills
- Ability to multi-task in fast-paced environment, and relate to diverse needs
- Minimum three years’ experience in a related field
- Bachelor’s Degree education-related field

PHYSICAL REQUIREMENTS
This is moderately physical work which requires the following physical activities: bending, stooping, crouching, lifting, twisting, finger dexterity, repetitive motions reaching, sitting, standing, walking, driving, talking, hearing, and visual acuity. This work is indoors and outdoors. Frequent travel within the county is required.

Compensation: Salary $65,000, medical, dental, life insurance and retirement benefits. Generous leave and holidays.

Send resume to Brittany Dumonjic at: brittany.macey@floridaea.org