EXTERNAL
VACANCY ANNOUNCEMENT

JOB TITLE: Service Unit Director, Polk Education Association

CLASSIFICATION: FSO Bargaining Unit

SUPERVISOR: Director of FEA Office of Organizing and Field Services

LOCATION: Central Florida – Polk County

SUMMARY:
The Service Unit Director will work to support and administer the day-to-day operations and programs of the Polk Education Association (PEA), the certified bargaining agent for the teachers, para-educators, and secretary/clerical employees of the Polk County School District. PEA is a single, unified local administering three contracts. Polk County is located in Central Florida, southwest of Orlando and within a one-hour drive to the Tampa Bay area. Travel, long days and weekends required.

QUALIFICATIONS:
1. Knowledge of Association work as leader or staff,
2. Successful experience working with teacher and ESP locals – preferred,
3. At least two years as local staff or comparable experience,
4. Demonstrated ability in contract maintenance, grievance processing, member representation, and collective bargaining,
5. Knowledge of the impasse and arbitration process,
6. Demonstrated competence in oral and written communications,
7. Experience with and understanding of professional education organization programs and services at local, state, and national levels,
8. Ability to analyze school finance budget information,
9. Demonstrated ability to work in diverse teams and drive projects independently,
10. Ability to multi-task under tight deadlines while maintaining attention to detail,
11. Ability to use Microsoft Office products (Word, Outlook, PowerPoint, etc.) and learn programs as necessary to support work,
12. Works closely with associate staff,
13. Possession of, or ability to obtain, a valid Florida driver’s license.

COMPENSATION AND BENEFITS:
Salary range, dependent upon qualifications and experience. Association provided medical, dental, vision, life, and retirement benefits. Liberal vacation, sick leave and holidays.

TO APPLY:
Interested applicants are to email the following information to mailbox at feahr@floridaea.org: Statement of interest and an updated resume demonstrating experience related to the above stated qualifications and responsibilities.
**APPLICATION DEADLINE:** Open until filled

**EMPLOYMENT DATE:** As soon as possible.

Florida Education Association is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. Consistent with the FEA Affirmative Action Plan, minority, female and physically challenged applicants are encouraged to apply.

7/03/2015