MODESTO TEACHERS ASSOCIATION

EXECUTIVE DIRECTOR
JOB DESCRIPTION

The Modesto Teachers Association’s Executive Director will devote his/her best efforts to perform the following responsibilities:

1. Serve as advisor, consultant, organizer and assistant to the Association’s Board of Directors and Representative Assembly, elected leadership, committees and task forces.

2. Counsel, advise, assist, represent members and provide advice with regard to their professional and employment status in the District.

3. Assist in the development and enforcement of collective bargaining and other agreements, by use of the grievance process.

4. Manage the business affairs and office of the Association.

5. Assist as needed in requesting needed services available from CTA-NEA and others.

6. Assist in coordinating and preparing internal and external communications, both written and oral.

7. Act as spokesperson and representative of the Association as directed by the Board of Directors.

8. Participate in training by CTA.

9. Such other duties as may be assigned from time-to-time by the Board of Directors.

Qualifications – Minimum Required

- A BS/BA or higher degree.
- Experience with and broad understanding of labor organizations and/or education-related association/programs and services at local, state and/or national levels and/or JD Degree.
- Demonstrated leadership ability in working with professional groups and/or labor organizations.
- Demonstrated organizing, negotiating and coordinating skills necessary to successfully complete complex group projects and activities.
- Ability to use Microsoft Office products (Word, PowerPoint, etc.) and learn programs necessary to support chapter bargaining, organizing and communications.
- Demonstrated ability in written and oral communications.
- Broad understanding of the critical issues and problems facing the public schools and public school employees in California.
- Ability to obtain and maintain a valid California driver’s license.
MODESTO TEACHERS ASSOCIATION
EMPLOYMENT OPPORTUNITY

EXECUTIVE DIRECTOR

Application Deadline: Friday, September 18, 2015
5:00 p.m.

Employment Category: Staff

Department/Region: Modesto Teachers Association/CTA/NEA

Location: Modesto Teachers Association
817 Coffee Road, Suite E
Modesto, CA 95355
209-526-0191
mta-cta@comcast.net

Total Compensation: $125,000 - $198,000

Please send Cover Letter and Resume to:

Doug Burton, MTA President
817 Coffee Road, Suite E
Modesto, CA 95355
doug.burton@modestoteachers.org