



**Hawaii State Teachers Association**  
**Position: UniServ Director**  
**Location: Island of Oahu**

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United in the pursuit of excellence for Hawaii's public schools, HSTA's mission is to support and enhance the professional roles of teachers; advocate teachers' interests; collaborate with all segments of the community to assure quality public education for Hawaii's youth; and promote human and civil rights to support and nurture diversity in our multifaceted community.

This position serves as teachers' advocate in an assigned geographical district on the island of Oahu; visits schools to explain Association and State of Hawaii Department of Education policies, programs, directives, etc.; listens to and investigates teacher complaints, problems, and grievances; and performs other related duties as required.

**Major Duties and Responsibilities**

- A. Serves as teachers' advocate in assigned geographical district(s).
- B. Organizes and trains Association Policy Committees in each school in the UniServ District.
- C. Periodically meets with Association representatives and teachers to explain HSTA and DOE policies, programs, directives, and other agreements.
- D. Provides assistance to the teachers on collective bargaining matters.
- E. Coordinates teacher efforts during "crisis" situations (strikes, representation elections, etc.).
- F. Sees that HSTA contract provisions are properly administered at each school.
- G. Assists the Deputy Executive Director in program planning and assumes fiscal responsibility where appropriate.
- H. Processes grievances as appropriate.
- I. Explains HSTA and NEA programs to teachers and recruits new members.
- J. Assists chapters in program planning and organizational development.
- K. Develops teacher support for HSTA programs.
- L. Coordinates the utilization of HSTA and NEA resources within the districts for professional development, instructional improvement, human relations, and special services programs.
- M. Represents HSTA at meetings of, and speaks before, educational and community groups to further positions of the HSTA.
- N. Assists in the legislative and political activity in the UniServ Districts.
- O. Reads journals, periodicals, and other publications on public school collective bargaining.
- P. Researches data and prepares reports and recommendations for special projects assigned.
- Q. May serve as HSTA representative on joint HSTA-DOE committees.
- R. Performs other related duties as assigned by the supervisor.

**Illustrative Examples of Work:**

Organizes governance committees at the various schools and conducts training and follow-up sessions with school representatives; periodically visits schools to communicate new HSTA and DOE policies, programs, directives, etc.; explains contract provisions and sees that they are properly carried out at each school; listens to and investigates teacher complaints and problems (contractual or non-contractual); consults with school grievance representatives on the filing of grievances and processes such actions as appropriate; meets with DOE officials to discuss grievances and explains and defends HSTA position; assists in developing support for the negotiating team during contract deliberations; researches data and prepares reports and recommendations for projects assigned; may serve as HSTA representative on joint HSTA-DOE committees; may actively assist the Director of Programs in special assignment areas involving the handling of grievance arbitration cases, assisting in contract negotiations, directing training, and other special projects.

**Qualifications Requirements:**

- A. Graduation from an accredited college or university with major work in education, psychology, sociology, industrial relations, or a related field; and
- B. Three years of experience in education, counseling, or technical labor relations work. In addition, some experience in collective bargaining, either on a volunteer or paid basis, is desirable.
- C. Or, any reasonable combination of the above.

**Knowledge and Abilities Required:**

Knowledge of human relations, and methods of interrelating with various types of individuals; contract administration, principles and trends in collective bargaining; sources of labor relations information.

Ability to work under frequent stress and mental pressure; listen to and understand teachers' complaints and problems and assist in their resolution; deal tactfully and effectively with various types of individuals; operate in a confrontationist capacity when required; interpret and explain contract provisions, policies, and other written matter; develop programs; communicate ideas effectively, orally and in writing.