INTERNAL POSTING

ACEA VACANCY ANNOUNCEMENT

JOB TITLE: Service Unit Director- Alachua County Education Association

JOB Classification: Professional Union Staff 12 Month

SUPERVISOR: ACEA President

SALARY: $60,000-$70,000 (commensurate with experience) + benefits/FRS possible for current ACPS employees

LOCATION: Alachua County Education Association Office, Gainesville, Florida

POSITION SUMMARY:

The Service Unit Director reports to the President of ACEA and assists in the day-to-day operations of the union. The Service Unit Director’s primary responsibility is to advocate for the ESP, Education Support Professionals. Collective Bargaining duties may include negotiations, arbitration representations, special magistrate hearings, providing labor-management relation services. Additionally, consulting and training union representatives on membership development, internal and external organizing, government and political advocacy, as well as representing union members involved in employee discipline and grievance proceedings. Assisting members in the enforcement of the collective bargaining agreement. And other areas of concern to the organization and its members. The Service Unit Director will maintain a good working relationship with school district administration, the local representative council, executive board, rank and file members, and the FEA Officers and Staff.

General Responsibilities:

- Acknowledge and support the mission and strategic goals of ACEA.
- Follow the Constitution and By-Laws of ACEA and its affiliates.

Specific Duties and Responsibilities:

- Organize the ESP bargaining team and assist in all collective bargaining activities.
- Advocate and represent members in disciplinary/grievance meetings.
- Membership development, conduct regular visits to work sites to meet and train site-leaders and advance membership growth through new employee orientation recruitment.
- Assist the president in the administration of all union trainings/meetings.
INCUMBENT MUST POSSESS THE FOLLOWING CHARACTERISTICS:

**SELF-MANAGEMENT/INITIATIVE:** Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner. Is motivated to achieve and requires minimal supervision.

**TEAMWORK:** Encourages and facilitates cooperation, pride, trust, fosters commitment, works with others to achieve goals.

**COMMUNICATION:** Listens to others, expresses information to individuals and groups effectively taking into consideration the audience, is able to develop clear and convincing presentations.

**INTEGRITY/HONESTY:** Displays high standards of ethical conduct. Contributes to maintaining the integrity and trustworthiness of the organization.

**INTERPERSONAL SKILLS:** Shows understanding, courtesy, tact, empathy, develops and maintains relationships, deals well with difficult people relates well to people from varied backgrounds.

**WRITTEN COMMUNICATION:** Recognizes and uses correct grammar, punctuation, and spelling produces written information that is appropriate for the intended purpose.

**PLANNING and EVALUATING:** Sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations. Evaluates progress and outcomes.

To apply:

Interested candidates should submit a cover letter and resume via email to carmen.ward@floridaea.org by the deadline of 11-30-19. Candidates with union experience will be preferred.