



DCTA

Denver Classroom Teachers Association

Building The Schools Denver Students Deserve



Vacancy Announcement - Denver UniServ Unit

Job Title: Executive Director, Denver UniServ Unit
Classification: Management
Supervisor: Chairperson, Denver UniServ Unit
Location: Denver, Colorado
Start Date: March 2021

The Denver UniServ Unit (DUU) is the largest National Education Association (NEA) and Colorado Education Association (CEA) affiliated local-option association of educators in the state of Colorado representing more than 4,000 members.

The Denver UniServ Unit is a member-led organization that advocates for the advancement of quality public education for all and creates the schools that Denver students deserve. We represent employees of the Denver Public Schools, the largest school district in Colorado, in five local affiliates: Denver Classroom Teachers Association (DCTA) for licensed personnel, Denver Association of Educational Office Professionals (DAEOP) for non-certified office personnel, Association of Building, Grounds & Warehouse (ABGW) for non-certified building maintenance, grounds maintenance, warehouse and truck driver personnel, and Facility Managers Association (FMA) for non-certified facility management personnel, and DCTA-Retired. Our members work in approximately 150 schools and in multiple additional programs and worksites.

The Denver UniServ Unit is a leader in the fight to defend the promise of public education and is a fierce advocate on racial and social justice issues. Our work focuses on ensuring fair wages, benefits, and working conditions for our members while addressing the inequalities that exist within our internal and external systems.

Position Summary: DUU seeks an experienced, dynamic, and motivational Executive Director who has successfully demonstrated abilities to lead staff and direct resources to fulfil the organizational goals of the association. The ideal candidate must possess sound management and communication skills; has an exceptional blend of knowledge and experiences in strategic planning, collective bargaining, member advocacy, issue and relational organizing principles, and education policy; and has a commitment to organized labor, public education, and social and racial justice. They will have the ability to adjust to diverse situations associated with urban education and to work under significant pressure in a fast-paced, high intensity environment.

The DUU Executive Director is responsible for working with the DUU Chairperson, local Presidents, and the other elected leadership of each local affiliate in directing the implementation of the program and policies as established by the DUU Council and the membership of each local affiliate and for managing the day-to-day operations of the Unit.

Characteristics: The Executive Director directly supports staff, membership, and elected leaders and requires that the ideal candidate is:

- Strongly committed to unions, public education, and racial and social justice
- Experienced as a collaborative organizer with strong interpersonal skills and a diplomatic approach to managing relationships between the school district, local affiliates, leaders, members, and staff
- Skilled at thinking strategically, analyzing issues, assessing risks and benefits, establishing plans, and using sound judgment to implement them to conclusion
- Ability to synthesize objectives and develop operational next steps and action plans
- Highly collaborative and team oriented, organized, self-motivated, and innovative
- Informed on political policy that relates to education and labor
- A strong communicator in all forms of communication (verbal, written, electronic)
- Able to handle a demanding workload with regular evening commitments
- Capable of establishing and cultivating relationships with people from diverse backgrounds and dealing with a diverse organization with autonomous, membership-based operating units

Qualifications: In order to effectively engage in representative work and directing the implementation of DUU's program, policies, and goals, the ideal candidate is required to have the following:

- A Bachelor's Degree in Education, Public Policy, Management, Industrial/Labor Relations or a related field
 - A Master's Degree in Education Leadership, Management, Administration, Organizational Development, Finance, Law or a related field is preferred
- A minimum of 2 years successful management experience in personnel and program or project management in the education or labor field, or a membership-based association
- Demonstrated financial and budgetary expertise
- Professional commitment to advocating for diversity and inclusiveness
- Extensive experience in strategic planning, collective bargaining, labor relations, member advocacy, labor and community organizing, and/or coalition building
- Experience in the public education system and/or in an advocacy organization such as NEA or AFT, a state association, a labor organization, or a community organization; prior lobbying experience is considered highly desirable
- Experience successfully working with governance boards, committees, or councils; knowledge of and experience with parliamentary procedure is highly desired
- Spanish Language Fluency is highly desired; English Language Fluency is required

Job Duties and Responsibilities: The Executive Director is the association's corporate manager, immediate supervisor of all DUU employees, lead organizer, and chief administrative officer. The Executive Director must have the vision, integrity, and experience to lead the staff and guide DUU in pursuit of its mission. Job duties include:

- Support and advise the leadership of the DUU Council and local affiliates in all association activities, programs, policies, and services and provide consult to the governance boards, committees, and councils of the Unit and local affiliates
- Oversee all DUU activities in collective bargaining, contract enforcement, and member representation
- Develop and oversee all DUU organizing activities, both within existing and potential bargaining units and local affiliates
- Foster a culture of organizing and move the Unit from a service to organizing model
- Assist in the ongoing process of short-term, long-term, and strategic planning
- Support activities that promote membership recruitment, engagement, and growth
- Support the development and work of member leaders
- Create an environment where governance, management, and staff are empowered to achieve the association's goals
- Work to build effective relationships with diverse membership, community interests/groups, and other labor organizations
- Work to build effective relationships with the Denver Public Schools Board of Education and administration
- Lead and manage the DUU staff of 5 Professional Staff members, including 4 UniServ Directors and 1 Communications Director, and 1.6 Associate Staff members
- Effectively serve as the DUU human resources department by managing payroll, retirement and benefits plans and through the recruiting, hiring, directing, supervising, supporting, training, and evaluation of DUU staff
- Uniformly and consistently manage, implement, and enforce the programs and policies of the DUU Council and local affiliates as well as the DUU-DUSO Collective Bargaining Agreement
- Develop and manage the DUU budget and audit and assist in the development and management of local affiliate budgets and audits
- Advance the mission, vision, and strategic goals of the DUU Council and local affiliates by identifying opportunities for increased organizational effectiveness and efficiency through shared organizational learning
- Recommend new and continually review and assess existing programs, policies, and services that are aligned to or ensure alignment with the mission, vision, and strategic goals of the DUU Council and local affiliates
- Represent the DUU and its local affiliates along with the DUU Chairperson and local affiliate Presidents as spokespeople of the association
- Efficiently utilize technology and software such as the Microsoft Office Suite, Microsoft Office 365, the Google Product Suite, and the NEA 360 Database
- Perform other duties and activities as assigned by the DUU Chairperson

Salary and Fringe Benefits: Starting salary ranges from \$110,000 - \$115,000 and will be based on relevant experience and qualifications. DUU offers fringe benefits including paid general (sick and personal) leave; paid vacation leave; paid parental leave; paid holidays; paid general insurance benefits including health, dental, vision, life and disability insurance premiums; reimbursement of business related expenses; professional development stipends; and a defined contribution retirement benefit to the extent provided to members of the DUSO bargaining unit.

How to Apply: Interested candidates should submit a one-page cover letter, resume, and three one-page letters of reference. Each reference must describe the applicant's direct knowledge of the work and experience. Letters must contain the references' contact information including name, position, mailing address, e-mail address, and phone number.

Application materials should be submitted to Kathryn Fleegal, DUU Chairperson, via email at kathrynfleegal@gmail.com by 5:00 pm MST on Friday, February 12, 2021.

The Denver UniServ Unit is an equal opportunity employer.

We value hiring staff who come from communities similar to the students we serve. We especially encourage women, people of color, LGBTQIA people, transgender and gender non-conforming people, and people with disabilities to apply. Please contact the Denver UniServ Unit Office at (303) 831-0590 or DUU Chairperson Kathryn Fleegal at kathrynfleegal@gmail.com to request an accommodation during the application process.