Director of Training and Early Educator Engagement

APPLICATION DEADLINE: Close of Business – August 20, 2021
APPLICANT:
Send cover letter, resume and 3 letters of reference to:
Rachelle Johnson, Executive Director
Maine Education Association,
35 Community Drive, Augusta, ME 04330
or rjohnson@maineea.org

POSITION:
Director of Training and Early Educator Engagement, MEA HQ Office, Augusta

General Description of Position Function and Purpose:
Primary responsibility is to develop, organize and implement the Maine Education Association’s program activities relating to educational and pedagogical issues, and the training and professional development of members, with emphasis on supporting early career educators and aspiring educators.

Position Description Requirements:
Develops, recommends, and oversees the implementation of the Association’s training and professional development programs, including programs for early career educators and aspiring educators.

Supports the YEP recruitment and engagement campaign to help bridge the gap between student MEA membership and active MEA membership.

Identifies, develops and executes an appropriate, relevant and timely professional development plan for early career educators and aspiring educators that will engage these groups in a way that will build a lasting relationship with the MEA.

Establishes and maintains personal contact and positive working relationships with appropriate members of the Maine Department of Education, the State Board of Education, the Professional Standards Board, the Governor’s Public Education Practitioners’ Board, and University faculty members involved in educational instruction and reform, and subject matter non-governance affiliates of the MEA.

Monitors the work of the Maine Department of Education and the State Board of Education and advocates and promotes MEA programs and policies with these groups.

Monitors the work of the Professional Standards Board and the Governor’s Public Education Practitioners’ Board and advocates and promotes MEA programs and policies with these groups.

Identifies and develops appropriate professional development information and guidance to meet the needs of MEA local leaders and members.

Provides consultation and assistance to the MEA UniServ staff and local association leaders regarding current trends and issues concerning pedagogical and education reform.
Provides analysis of proposed legislation and regulatory rules that affect the teaching profession in Maine and advises the MEA President, Executive Director, and other Program Directors as applicable regarding the policy effect of such legislative and regulatory proposals.

In collaboration with the MEA President, Executive Director, and other Program Directors as applicable, prepares and presents testimony on instruction and professional development issues before legislative bodies as appropriate and/or assigned.

Serves as the staff liaison to the MEA Instruction and Professional Development Committee and the MEA student program.

Works with other MEA staff to coordinate MEA’s support for National Board Certification.

In collaboration with other MEA staff, as appropriate, develops and maintains MEA member training modules designed to develop and increase the skills of local association leaders, to organize and build effective local associations, and to further the strategic goals of the Association.

Maintains a working knowledge and understanding of MEA policies, programs and procedures and promotes the implementation of, and adherence to such policies, programs, and procedures.

Maintains contact with, and works in a cooperative manner with other members of the MEA staff, MEA Management, the MEA Board of Directors, and the elected local leadership of the Association.

Promotes a positive image of the MEA and the benefits of MEA membership to local association leaders, members, and potential members at all times.

Participates in special assignments and projects designed to further the goals and objectives of the MEA.

Performs the necessary routine requirements including the timely submission of expense vouchers, leave requests, activity reports, and other administrative requirements as assigned.

Performs other duties as assigned.

Knowledge & Experience Requirements for this Position:

1. Knowledge of Association Goals, Objectives, and Programs
2. Knowledge of State statutes, and rules and regulations regarding public education in Maine
3. Knowledge of current trends affecting teaching and K-12 public education in Maine and around the country
4. Knowledge of organizing principles & member engagement strategies
5. Knowledge and first-hand experience in K-12 education
6. Knowledge of and firsthand experience in developing professional development for educators, including early career educators
7. B.A. degree required, masters degree required
8. Valid and current driver’s license