



INDIANA STATE TEACHERS ASSOCIATION

Job Description

JOB TITLE: UniServ Director

DATE OF POSTING: October 8, 2021

CLOSING DATE: November 8, 2021, or until filled

SALARY RANGE: \$81,500 - \$129,628

ESTIMATED DATE TO FILL: December 6, 2021

The Indiana State Teachers Association is seeking a qualified candidate for the position of UniServ Director in Area 4.

I. General Description of the Position's Function and Purpose

The UniServ area encompasses approximately twenty-one K – 12 and Education Support locals, with approximately 2,900 members. UniServ Area 4 is generally located in the northeast portion of Indiana and is assigned to the ISTA Northeast office located in Fort Wayne, Indiana with support staff in that office. This is a Professional Staff Organization position and is one of two UniServ Directors that support UniServ Area 4. It is subject to the collective bargaining agreement between ISTA and the Professional Staff Organization. This position is under the direction of Corey Kern, Director of UniServ and Organizing, Northern Region.

II. Summary of Position

The UniServ Director has primary responsibility for the formation and continued development of local affiliates in the areas of member recruitment and retention, leadership training and development, coordination and delivery of resources of the state and national affiliates, assisting locals in the development and implementation of visible programs, and activities related to membership strength and growth, professional issues, collective bargaining, member rights, political action, and community partnerships. The UniServ Director reports to the Director of UniServ and Organizing. The position is a Professional Staff Organization position and is subject to the collective bargaining agreement between the ISTA and the Professional Staff Organization.

III. Required Qualifications

Required qualifications include a bachelor's degree, a valid state driver's license, a minimum of four year's work experience, basic organizing knowledge and skill, and



interpersonal skills including oral and written communications, persuasiveness, initiative, problem analysis and resolution, relationship building, leadership, organizational sensitivity, flexibility, and being detail oriented.

IV. Preferred Qualifications

A master's degree. Prior experience including, but not limited to: issue organizing, professional issues, negotiations, political action, public relations, grievance processing, arbitration, local and member training, member consultation skills, and experience in working with elected leaders at all levels is desirable. Also preferred would be knowledge of the ideological base of advocacy associations, experience in developing and implementing plans based on analysis of current events, organizational goals and attitudes, experience in selection, evaluation and training of individuals who will train others, and experience in a public school environment. The position holder will be expected to develop expertise in other areas through formal and informal training.

V. Specific Duties and Responsibilities

Provide coaching, local and member training, and appropriate professional assistance to local affiliates and members, including the following:

1. In Communications – Assist in developing viable internal and external communications programs designed to ensure a consistent two-way flow of member and local information.
2. In Leadership Development – Provide consultative and on-site support to local affiliate/elected leaders/building representatives/committee members/delegates/staff in the planning and implementation of their collective bargaining, employee rights, and contract enforcement programs. Includes but is not limited to: communications, implementation of centrally developed and locally delivered training programs, local training programs, employee relations, bargaining and contract enforcement, membership promotion, political action, program evaluation
3. In Legislative and Political Action – Assist local leaders in developing and implementing an effective local lobbying and political action program
4. In Local Development – Assist in the areas of representative training, member engagement, local structure building, building member voice, local program development, building a budget, political action/legislative initiative, community organizing and building community coalitions, and any other areas with which the local seeks guidance and assistance.
5. In Member Rights – Work to ensure that local affiliates guarantee members their rights through a) collective bargaining and contract enforcement; b) training local



leaders in the recognition and processing of grievances; c)preparing for and representing members and locals at administrative hearing such as school board, unit clarification, and grievance proceedings; and d) counseling members and locals in achieving human rights as provide by statute, rules, practice, negotiations, or contract.

6. In Negotiations – Assist all locals in implementing state and local goals; coordinate assistance to local negotiators; may serve as local negotiator.

7. In Organizing – Assist all locals with a systematic ongoing program of organizing that includes membership growth (recruitment and retention), issue identification, leadership identification and development, action-focused campaign planning, and appropriate data collection and analysis; assist in organizing unorganized education units.

8. In Professional Issues – Provide multiple avenues of high-quality, research-based professional development to meet training, retraining, and certification needs of teachers and ESPs to enhance effectiveness of practice and improve student achievement.

9. Participate in personal/professional growth and staff development opportunities in consultation with the appropriate manager.

10. Perform other duties as assigned.

VI. Application Procedure

Applications will be accepted through November 8, 2021. Please send letter of interest, resume and three references to Jennifer Clutter at jclutter@ista-in.org.

About ISTA:

The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or genetics.

Consistent with the ISTA Affirmative Action Plan, minorities, women, individuals with disabilities, individuals of all ages (18 or older), and veterans are encouraged to apply.