



**DAVIS EDUCATION ASSOCIATION
85 E 185 S, PO BOX 500
FARMINGTON, UT 84025
(801) 451-2277**

**VACANCY ANNOUNCEMENT
UNISERV EXECUTIVE DIRECTOR**

Date of Posting: August 10, 2023

Closing Date: August 25, 2023

Starting Date: October 1, 2023 or sooner

Salary Range: Salary will be commensurate with training and experience

Classification: Full Time/Exempt

Generous benefit package (medical, dental, retirement, and paid leave)

Organization and Position Summary

The Davis Education Association (DEA) is professional association for certified employees representing active classroom teachers, school counselors, psychologists, administrators, and licensed education-related service providers. This position provides administrative and clerical support to more than 2000 educator-members and association leaders employed by Davis School District. This position reports directly to the DEA governance.

DEA is a local option unit and owns its own office space, which is located in Farmington.

General Qualifications

- Bachelor's Degree minimum with technological skills and/or equivalent work experience.
- Experience in Association work – local/state elected or appointed positions, staff experience preferred.
- Membership recruitment and retention.
- Must have the proven ability to build relationships with members and a willingness to actively be in the schools to recruit and retain members.
- Proven effectiveness in identifying basic issues and developing solutions.
- Teacher advocate with knowledge of teacher rights and responsibilities.
- Teaching experience preferred.
- Skills in advocacy and representation.
- Knowledge of the political process as it relates to teachers and education.
- Effective communication skills, written and oral, including competence in public relations matters.
- Bargaining/Negotiations experience.
- Strong personal characteristics such as ability to prioritize and manage workload; self-directed in task completion; enthusiastic and willing to work evenings and some weekends.
- Ability to build collaborative relationships internally and externally.
- Ability to create, maintain, and operate a budget for the organization.

General Duties and Responsibilities

He/she is employed by and works under the direction of the Davis UniServ Council. The Director assists in effectively managing the Association through the following means:

- Primary responsibility will be actively participating in membership recruitment, organizing non-members, and maintenance of current membership. Must have the ability to do creative analyses and find solutions to chronic membership problems. Must be willing to be in schools meeting with members and non-members.
- Job may require early morning, evening, and potential weekend work.
- Arrange for and provide specialized training and research data needed for Davis UniServ, such as membership recruitment, bargaining team skills, etc.
- Must be willing to develop and provide professional development for adult learners on current statewide education issues.
- Provide consultation and representation in bargaining.
- Assist members with advocacy in the work environment and possible grievance issues. Must be willing to prepare and present appropriate information at grievance/termination hearings at the district level. Coordinate with UEA Legal Department of representation beyond the district level.
- Participate in staff meetings and staff training activities as prescribed by the DEA Executive Board and the DEA President.
- Perform other duties assigned by the Davis UniServ Council.

Application Process

To be considered for this position, applicants must submit (or postmark) their file by 4:00 p.m. on Friday, August 25, 2023, and must contain:

- Formal letter indicating your desire to be considered a candidate.
- Current resume or professional vitae.
- Three (3) professional letters of recommendation sent to:

Davis Education Association
85 East 185 South
Farmington, UT 84025

Or send via email to: Denise@dea.org

All questions should be directed to Denise Willmore at 801-678-7008 or via email at: Denise@dea.org.

The Davis Education Association is an affiliate of the Utah and National Education Associations and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators.