EXECUTIVE DIRECTOR – OPTION II

Unit Description and/or Conditions Unique to the Assignment
Montebello Teachers Association (MTA) represents 1200 educators; including teachers, counselors, psychologists, nurses and speech and language therapists; distributed at over 38 school sites in the Montebello Unified School District (MUSD). The district serves the cities/communities of Bell Gardens, Commerce, East Los Angeles, Montebello, Monterey Park, Pico Rivera, Rosemead and South San Gabriel.

The Montebello Teachers Association is committed to a just and equitable public educational system.

Duties and Responsibilities

- Primary responsibility to serve as an organizer and consultant to MTA in the development of chapter organization, chapter service programs, contract negotiations, contract maintenance and membership engagement and retention
- Provide staff assistance and service as a consultant to chapter leadership and to members in negotiations, grievances, organizational development, chapter communications and membership engagement and retention
- Serve as consultant and staff resource to the Executive Committee and the Representative Council on current issues facing the education profession in California
- Serves as business and office manager of the Association
- Recommends employment and is responsible for direction of all other staff
- Prepares and presents preliminary annual budget of the Association
- Serves as the communication and public relations officer
- Represents the chapter in communication of Association policies and programs to the community and professional groups
- Performs other duties and tasks as assigned by the Executive Committee of the Uniserv Unit, the President, and the Executive Committee

Qualifications:

- A BS/BA or higher degree
- Preferred educational background including teaching experience in public schools
Experience with and broad understanding of teacher organizational programs and services at the local, state and national levels
Demonstrated Association leadership experience and ability to work with professional groups
Demonstrated organizing, negotiating, and coordinating skills necessary to successfully manage and complete complex group projects and activities
Ability to use computers and learn the necessary programs and applications to support chapter bargaining, organizing and communications
Broad understanding of the critical issues and problems facing public schools and the teaching profession in California
Ability to work in collaborative and traditional relationships with site and district administration
Previous staff experience or service as a full-time release president preferred

Salary and Benefits
- Salary Range of $94,712-$175,738
- Employer paid medical, dental and vision plans administered through the CTA Benefits Plan
- Employer provided life insurance, accidental death insurance and income protection as provided to CTA field staff employees
- Vehicle Allowance
- Employer paid contributions to the CTA Retirement Programs and social security
- Paid vacation and sick leave

Submit applications, in PDF form, and questions via email to:

David Navar
davidnavar@yahoo.com

Please include the following items with your application materials:

- A current resume
- At least two letters of recommendation
- At least three additional references
- Any other support materials you wish to include

The Application Deadline is February 2, 2024

Montebello Teachers Association is an Equal Opportunity Employer