

CONNECTICUT EDUCATION ASSOCIATION

TEMPORARY POSITION DESCRIPTION

I. POSITION TITLE: ASSOCIATE FOR INSTRUCTIONAL AND PROFESSIONAL ENGAGEMENT (ASOCEA III)

II. DEPARTMENT: POLICY, RESEARCH, and GOVERNMENT RELATIONS

III. GENERAL DESCRIPTION OF THE POSITION'S FUNCTION AND PURPOSE

The employee in this position uses a full range of clerical/office skills, as well as primary organizing skills, to support the work of the department, the manager, and professional staff to whom assigned. In this capacity, the employee: schedules appointments; communicates with members and others on departmental matters; interacts with members to collect perspectives on issues addressed by the department and to convey them to appropriate professional staff; assists professional staff in carrying out actions related to departmental interests; uses technological tools to create, edit, store, revise and produce correspondence, charts, reports, manuals, presentation materials, organizing reports, statistical tables, forms, event registrations, and other materials as may be necessary.

IV. GENERAL DUTIES AND RESPONSIBILITIES

- ◆ Reads, routes, and/or responds to incoming communications based on departmental and/or organizational activities, and guidance from managerial and professional staff
- ◆ Assists with organizing and preparing for conferences, workshops, events, and meetings as necessary, occasionally at locations outside of CEA offices, and at times outside of the standard office hours.
- ◆ Assists CEA Staff Liaisons with the administration of CEA committee and commissions that are administered by the department.
- ◆ Travels to member workplaces to collect perspectives on departmental matters.
- ◆ Maintains calendars and schedules appointments and events, as necessary.
- ◆ Receives and screens communications for CEA, answering questions or referring to other staff, as appropriate.
- ◆ Establishes and maintains general information and program files in a manner consistent with current technological advances.
- ◆ Organizes the flow of work and implements the controls that are necessary to support the work of the unit and assigned professional/management personnel.
- ◆ Drafts, edits and proofs correspondence and other documents using the designated grammar style determined by the department.
- ◆ Uses technology appropriately and as assigned to support the work of the unit.

- ◆ Prepares purchase orders and work orders as directed, and where necessary, for signature and payment; maintains appropriate financial and budgeting records and documentation.
- ◆ Prepares and distributes photocopies of various materials and documents as required; maintains various materials, lists, records and other transactions as may be necessary to ensure the smooth running and efficient operation of the area.
- ◆ Works effectively in a cooperative team environment. Takes initiative to assist others when workload permits. Supports workflow across CEA departments as requested.
- ◆ Performs other appropriate and reasonable duties as assigned.

V. SPECIFIC DUTIES AND RESPONSIBILITIES

- ◆ Works under the direction of the manager and professional staff within the Policy, Research, and Government Relations Department to:
 - Provide support for departmental activities, including activities relating to CEA-Retired, CEA-AEP, and committees and commissions administered by the department,
 - Prepare correspondence and reports,
 - Schedule meetings and coordinate communications,
 - Receive input and perspectives from CEA members on issues relating to legislative policy and professional practice,
 - Assist in planning and carrying out professional development workshops, legislator meetings with members, activities supporting local political action and the legislative program, CEA committee and commission operations , AEP administration, and CEA-Retired member recruitment, support, and meetings,
- ◆ Provides necessary assistance to the Director of PRGR, Teacher Development Specialist, Educational Issues Specialist, and the Research and Policy Development Specialist.

VI. GENERAL KNOWLEDGE/SKILLS REQUIRED

- ◆ Continual working knowledge of CEA's goals and objectives as they relate to the assigned program.
- ◆ Thorough knowledge of office procedures, with skills in organizing and prioritizing work efforts within the area for self, a manager and/or work team,
- ◆ Highly proficient and continually evolving skills in the use of current technological tools and resources to carry out all aspects of the position, including, but not limited to, knowledge of and skill in using computer software such as MS Office (primarily Word and Excel), Google Docs, and MS Teams
- ◆ Ability to continually learn new skills and competencies, and to demonstrate good judgement,
- ◆ Highly proficient interpersonal skills that can welcome, and effectively communicate across, a diverse group of people with varying perspectives.

VII. POSITION SPECIFIC KNOWLEDGE/SKILLS REQUIRED

Knowledge of CEA's mission and strategic objectives.

Knowledge of trends in educational policy or issues.

Knowledge of the history and role of unions in public schools and other workplaces.

Knowledge of technological trends and skills in learning and using new technologies.

VIII. RESPONSIBILITY

a. Supervisory Controls

The manager determines the overall performance expectations, establishes the general timeframe in which the work is to be accomplished, and provides guidance in the handling of unusual situations. The employee, having developed a thorough knowledge of the office policies and program timelines that may be dictated by other entities and operations, initiates and carries out all of their assignments under very general supervision.

The employee resolves routine problems and deviations in the work in accordance with established policies, procedures, instructions and/or previous training. Except for routine correspondence for which the employee may have authority to resolve, work is usually given general review prior to leaving the office. The employee works collaboratively to ensure optimal service to CEA members and the organization.

b. Guidelines

Employee carries out duties in accordance with CEA board policies, their employee ASOCEA bargaining unit contract, and in consultation with the department manager.

IX. COMPLEXITY

The purpose of the work is to provide administrative support for the work efforts of the department and to provide reinforcement of member engagement on issues addressed by the department and CEA. The accuracy, timeliness, and acceptability of work performance affect the work of other professionals and managers, and impact on the area's total operation. The department relies on the Associate to extend the connection of CEA staff to its members and to organize information and carry out many administrative duties necessary to insure the smooth running and efficient operation of the office.

X. PERSONAL CONTACTS

The employee in this position has direct contact with staff and members in the immediate office, as well as with other personnel and members in other parts of the CEA, local affiliates, and other outside organizations with which CEA may have an interest. Member contacts are confidential and primarily for giving and receiving information regarding the program to which assigned and the work of the manager or team of professionals.

XI. ENVIRONMENT

The work is primarily performed in an office setting. Numerous events and activities are also carried out in external settings such as schools, conference venues, and other settings. Occasional travel is required.

XII. EDUCATIONAL REQUIREMENTS

A bachelor's degree or demonstration of commensurate experience.

XIII. Duration

This is a temporary position that will terminate June 30, 2025, subject to extension at the sole discretion of the board of directors.

XIV. TITLE(S) OF PERSON(S) TO WHOM THIS POSITION REPORTS

Title of person to whom the employee reports: Director of Policy, Research, and Government Relations.