

**UNITED TEACHERS LOS ANGELES**  
**3303 Wilshire Blvd., 10<sup>th</sup> Floor**  
**Los Angeles, CA 90010**  
**Phone: (213) 487-5560**

**POSITION AVAILABLE**

**AREA REPRESENTATIVE**

**JOB DESCRIPTION**

The Area Representative will be assigned to sites/areas of the Los Angeles Unified School District including schools ranging from pre-school to Adult Education facilities, but primarily composed of elementary, middle, and senior high schools. The Area Representative may also have assignments involving specific sub groups within the bargaining unit(s).

The Area Representatives shall be responsible for:

- A. Promoting membership in United Teachers Los Angeles (UTLA).
- B. Organizing a strong UTLA chapter in each location.
- C. Organizing UTLA members in support of bargaining, political action, and Collective Bargaining Agreement enforcement.
- D. Developing site leadership and empowering members.
- E. Interpreting current Collective Bargaining Agreement(s) and enforcing these agreements by means of organizing and by representing teachers in all steps of the grievance procedure including binding arbitration.
- F. Providing training in all areas of contract enforcement, chapter leadership, site organizing, and community coalition building.
- G. Building and maintaining school/community coalitions
- H. Providing such services as needed when so directed by the Field and Organizing Director.
- I. Effectively communicating with the membership.

**REPORTING RESPONSIBILITIES**

The Area Representative is responsible to the Field and Organizing Director for all aspects of their day-to-day activity.

**SUPPORT SERVICES**

The UTLA staff includes other Area Representatives, some who specialize in Adult Education, Early Childhood Education, **Special Education**, Independent Charter Schools and members of the Communications Department, Political Action Department, Information Technology, Financial Services and Support Services staff.

### **SPECIFIC REQUIREMENTS.**

- A. Undergraduate degree from an accredited college/university.
- B. Ability to work with and provide leadership for teachers of all backgrounds and ethnicities.
- C. Ability to communicate verbally and in writing with highly educated professionals.
- D. Ability to accept criticism and challenge from individuals and groups, both within and outside of the UTLA membership.
- E. Available to work unusual hours and weekends as the job demands.
- F. Ability to represent viewpoints of all affiliates equally.
- G. Appropriate technological skills including familiarity with computers, database work, and the internet, along with a willingness to learn new technology.
- H. Possession of a valid driver's license and car.

### **PREFERABLE EXPERIENCE AND BACKGROUND**

- A. Experience in Union organizing.
- B. Experience in community organizing and coalition building.
- C. Experience in working with minority groups.
- D. Experience in contract enforcement including grievance handling.

### **DESCRIPTION OF LOCAL**

United Teachers Los Angeles is a merged local affiliated with the California Teacher Association, California Federation of Teachers, National Education Association and American Federation of Teachers. UTLA represents 36,000 bargaining unit members in such diverse groups as Counselors, Nurses, Psychologists, Social Workers, Librarians and Classroom Teachers. Wages, hours and working conditions of unit members are covered in the Collective Bargaining Agreement in effect between the Los Angeles Unified School District and UTLA or collective bargaining agreements between UTLA and independent charter employers.

Los Angeles is a metropolitan school district, which represents the various cultural and racial groups common to large urban areas. Within the District are over 800 school locations and a school budget of over \$8 billion.

### **SALARY AND FRINGE BENEFITS**

UTLA staff is represented by a staff union with a negotiated agreement.

Beginning salaries range from \$104, 234 – \$116, 644 per year depending on background and experience.

Fringe benefits include medical, dental, vision care for staff member and all dependents. There is an excellent retirement plan and a monthly automobile allowance for maintenance and operation of a car.

**TO APPLY**

Please email Cristina Alfonso, Confidential Assistant to Diana Darty, at [calfonso@utla.net](mailto:calfonso@utla.net) for an application and accompanying documents. Application and other documents should be sent to:

United Teachers Los Angeles  
Attention: Diana Darty, Director of Operations  
3303 Wilshire Blvd., 10<sup>th</sup> Floor  
Los Angeles, CA 90010

**UTLA IS AN EQUAL OPPORTUNITY EMPLOYER**