

DATE OF POSTING: August 4, 2020

TERMINATION DATE FOR APPLICATIONS: August 10, 2020

POSITION: **UNISERV DIRECTOR / 11-A
Bay City**

COMPENSATION/BENEFITS: Per MEDA Master Agreement

STAFF RELATIONSHIP: Responsible to Cheryl Conklin
North-Central Zone Director
And
Ginger LaCrosse
11-A Coordinating Council Chair

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573
And
11-A Coordinating Council
1483 S. Valley Center Dr.
Bay City, MI 48706

The UniServ Director shall be selected by, responsible to, and assigned to a coordinating council.

RESPONSIBILITIES:

The UniServ director will be responsible for the selection, supervision and evaluation of the services staff (secretaries) in the UniServ area to which the director is assigned in cooperation with the other UniServ Directors of the Coordinating Council.

As special needs within the service area are identified which require the services of other professional staff, the UniServ director shall be responsible for:

- 1) requesting the services of other staff through the zone director;
- 2) coordinating the delivery of said staff services to the membership unit.

The director will provide general administrative, representative and consultative services to the assigned coordinating council, and the local association, in accordance with MEA policy and program. These will include, but not be limited to:

Local Option UniServ Director
Page 2

RESPONSIBILITIES (continued):

- 1) contract negotiation and implementation
- 2) leadership training
- 3) budget and program preparation and implementation
- 4) public relations and membership promotion.

Build local identification with and participation in MEA and NEA programs.

May act as secretary-treasurer to the coordinating council PAC.

With the assistance of the coordinating council, develop personal job performance goals and objectives. Also with the assistance and help of the coordinating council develop programs, policies and performance expectations for the UniServ director position.

Operate assigned budget allocation within a balanced framework.

Represent local associations and individual members in legal and quasi-legal matters. This should include, but not be limited to:

- 1) presentation of tenure and arbitration cases;
- 2) evaluation and recommendation of cases needing the services of attorneys;
- 3) keeping alert to association activities that might lead to problems, i.e., audits, fair representation, filing tax forms, etc.

In cooperation with the local association(s), develop new strategies at the local level for resolving key problem issues for local members.

Fill the MEA obligation to the NEA Shared Services Program through arrangements made with the zone director and upon the approval of the coordinating council chairperson.

Perform all other assignments as shall be assigned from time to time by the coordinating council chairperson.

MINIMUM QUALIFICATIONS:

At least four or five years of experience in education or relevant fields.

Master's degree preferred.

Leadership experience.

Fluency in oral and written communications.

Good driving record and valid driver's license.