

Michigan Education Association is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

M 24-21-22

DATE OF POSTING: April 22, 2022

TERMINATION DATE FOR APPLICATIONS: May 3, 2022

POSITION: **EXECUTIVE DIRECTOR / 12-A Bay City**

COMPENSATION/BENEFITS: Per MEDA Master Agreement

STAFF RELATIONSHIP: Responsible to Saun Strobel
North-Central Zone Director
and
Rick Meeth
12-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
12-A Rick Meeth
1483 S. Valley Center Drive
Bay City, MI 48706

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

RESPONSIBILITIES:

The Executive Director will be responsible for the selection, supervision, and evaluation of the Field Assistant in the area to which the Director is assigned in cooperation with the other Executive Directors of the office.

As special needs within the service area are identified which require the services of other professional staff, the Executive 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.

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RESPONSIBILITIES (continued):

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

- 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.

Additional responsibilities will include the following:

- 1) Act as secretary-treasurer to the coordinating council PAC
- 2) Bargaining
- 3) Public relations
- 4) Membership recruitment and growth
- 5) Workshops and trainings
- 6) Retirement assistance
- 7) Crisis

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 Executive 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 work-related assignments as shall be assigned from time-to-time by the coordinating council chairperson.

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MINIMUM QUALIFICATIONS:

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

Master's degree preferred.

Leadership experience.

Fluency in oral and written communications.

Political action involvement and experience.

Experience in collective bargaining.

Good driving record and valid driver's license.