



## NOTICE OF VACANCY

**M 19-25-26**

**POSITION:** Executive Director 6-E

**LOCATION:** Clinton Township

**RESPONSIBLE TO:** Kevin Marvin,  
Eastern Zone Director  
and  
Heather Schulz  
6-E Coordinating Council Chair

**SALARY RANGE:** Per MEDA Master  
Agreement

**SCHEDULE:** 244 Work Days

16 paid holidays and comprehensive benefits  
package

**POSTING DATE:** January 28, 2026

**DEADLINE:** February 6, 2026

**RESIDENCY REQUIREMENTS:** MEDA bargaining unit members must reside within the State of Michigan or within a location outside of Michigan that is less than one-hundred twenty-five (125) miles from the designated MEA office. If the employee's residence is outside of Michigan, the employee must meet the following additional requirements: 1. The employee's residence must be located in a state that has reciprocity agreements with Michigan regarding taxes, workers' compensation, unemployment insurance, and compliance with the Fair Labor Standards Act (FLSA). 2. The employee is responsible for ensuring compliance with all applicable residency, tax, and employment laws in their state of residence.

### **ABOUT MEA**

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

## **JOB DESCRIPTION**

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

## **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.

## **CANDIDATE PROFILE**

This candidate will possess the following qualities and characteristics:

- Lead by example
- Confidential
- Authentic
- Honest
- Great listening skills
- Empathetic
- Collaborative leadership
- Leads with integrity
- Respectful and inclusive in a diverse environment
- Problem solving skills
- Organized
- Ethical
- Approachable
- Knowledgeable
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

## **RESPONSIBILITIES AND DUTIES**

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.

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.

**APPLICATION:** Please email a resume or CV that demonstrates your accomplishments and qualifications to [jobpostings@mea.org](mailto:jobpostings@mea.org). In addition, please include an employment application, which can be found on the MEA website at [www.mea.org](http://www.mea.org).