

Memorandum and Announcement

To: AEA Board of Directors, Local Association Presidents, Members, Staff and other Interested Individuals

From: Rich Nagel, AEA Executive Director

Re: **AEA UniServ Field Representative Vacancy (Zone 3)**

Date: March 12, 2010

Salary: The professional salaries, terms and other conditions of employment are provided in a written agreement between the Arkansas Education Association and the Arkansas Staff Organization.

Qualifications:

- Bachelor's Degree
- Successful teaching experience
- Successful staff and/or leadership experience with an advocacy organization
- Previous chief negotiator, collective bargaining and grievance arbitration experience is desired
- Proven ability to develop and coordinate an effective membership organizing program
- Proven ability to work independently and in a diverse, collaborative, and team environment
- Effective consulting, training, presentation and representation skills
- Strong problem-solving and conflict resolution skills
- Knowledge of office automation technology including word processing and data applications
- Strong written and verbal communication skills
- Must have and maintain an insured vehicle and have a valid driver's license at all times

Office Location: Identified candidate will work from his/her home residence. Applicant must be willing to establish and maintain a permanent residence within Forrest City, AR.

Application Procedure: Applicants should send a letter of interest, the names, addresses, and phone numbers of at least five references and a resume to:

Rich Nagel, Executive Director
Arkansas Education Association
1500 West Fourth Street
Little Rock, AR 72201, or
To: ar-mnagel@nea.org

Application Deadline: April 16, 2010

**The Arkansas Education Association is an Equal Opportunity Employer
Women and Minorities Are Encouraged to Apply**

Attachment to UniServ Vacancy Announcement
For AEA UniServ Field Representative

Job Description

The primary responsibility of a UniServ Field Representative is to organize and maintain strong, effective local associations in his/her assigned zone. As the UniServ Field Representative, he/she is expected to develop a close working relationship with the officers and leaders of those locals within the zone.

Duties and Responsibilities

1. Develops, coordinates and directs the programs of the Association under the supervision of the Assistant Executive Director for UniServ, Membership and Organizing.
2. Directs the day-to-day operation of the assigned AEA regional office. Must be able to work with Microsoft Word, Excel, Power Point and Access.
3. Provides assistance to AEA Board members, local presidents and association leadership.
4. Provides appropriate training experiences and leadership development opportunities for officers, Association Representatives, chairpersons and members of committees and other Association members as the need arises.
5. Works with the local association governance bodies on matters relating to the Association's program and internal affairs, including but not limited to:
 - Developing and/or executing local association programs to maintain membership, ensure membership growth, and organize new members;
 - Developing and/or executing local association political action, community/public relations, legislative support, and professional development activities and programs;
 - Developing and/or executing local association programs in member rights and human relations;
 - Improving and maintaining the organizational health of the local association through leadership training and development, internal communications, business management, and conflict resolution; and
 - Coordinating and advocating national and state association programs and priorities with local associations and members.
6. Successfully organizes and services all categories of members.
7. Represents the Association in employee-employer relationships directly involving school boards or the superintendent or their designees.
8. Attends appropriate meetings of the Association's affiliated organizations and other meetings in the community.

9. May serve as spokesperson on the Professional Negotiation Teams where appropriate.
10. Coordinates local activity directed toward state and/or national strategic program goals.
11. Assists in developing and conducting state level programs as assigned by the UniServ Manager or the Executive Director.
12. Perform other appropriate duties at the direction of the Assistant Executive Director for UniServ, Membership and Organizing.

Description of UniServ Unit: This UniServ unit includes 21 affiliated local associations in Arkansas, Crittenden, Cross, Lee, Monroe, Phillips, Prairie, St. Francis and Woodruff counties.

The Arkansas Education Association

We, the members of the Arkansas Education Association, are the voice of education professionals in Arkansas. Our work is fundamental to the state, and we accept the profound trust placed in us.

Our Vision

Our vision is a great public school for every student.

Our Mission

Our mission is to advocate for education professionals and to unite our members and the state to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world.

Our Core Values

These principles guide our work and define our mission:

Equal Opportunity. We believe public education is the gateway to opportunity. All students have the human and civil right to a quality public education that develops their potential, independence, and character.

A Just Society. We believe public education is vital to building respect for the worth, dignity, and equality of every individual in our diverse society.

Democracy. We believe public education is the cornerstone of our republic. Public education provides individuals with the skills to be involved, informed, and engaged in our representative democracy.

Professionalism. We believe that the expertise and judgment of education professionals are critical to student success. We maintain the highest professional standards, and we expect the status, compensation, and respect due all professionals.

Partnership. We believe partnerships with parents, families, communities, and other stakeholders are essential to quality public education and student success.

Collective Action. We believe individuals are strengthened when they work together for the common good. As education professionals, we improve both our professional status and the quality of public education when we unite and advocate collectively.

*Adopted by the AEA Representative Assembly in April 2007.
Editorially amended by the AEA Board of Directors in May 2007.*