



ARKANSAS EDUCATION ASSOCIATION

An NEA State Affiliate

DONNA MOREY, *President*
RICH NAGEL, *Executive Director*

1500 West 4th Street
Little Rock, AR 72201

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 8 Little Rock Classroom Teachers Association (LRCTA)]**

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 required
- 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: 1500 West Fourth Street, Little Rock, AR 72201. Applicants must be willing to establish and maintain a permanent residence within the area served.

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-rnagel@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 LRCTA UniServ Vacancy Announcement
For AEA UniServ Field Representative

Job Description

The primary responsibility of a UniServ Field Representative is to organize and maintain a strong, effective local association in his/her assigned zone. The UniServ Field Representative is expected to develop a close, positive working relationship with the elected officers and leaders of the local association within the UniServ unit.

Duties and Responsibilities

1. In cooperation with other UniServ staff assigned to LRCTA, the UniServ Field Representative develops, coordinates and directs the programs of the Association under the supervision of the Assistant Executive Director for UniServ, Membership and Organizing.
2. In cooperation with other UniServ staff assigned to LRCTA, coordinates and directs the day-to-day operation of the assigned UniServ office.
3. Must be able to work with Microsoft Word, Excel, Power Point and Access.
4. Provides assistance and support to the local association president, officers, executive board, representative council, committees and other local association leaders and members within the UniServ unit.
5. 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.
6. 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 the local association and members.
7. Successfully organizes and services all categories of members.
8. Represents the Association in employee-employer relationships directly involving the school board or the superintendent or their designees.
9. Attends appropriate meetings of the Association's affiliated organizations and other meetings in the community.

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

Description of UniServ Unit: The Little Rock Classroom Teachers Association is the AEA's largest local affiliate with over 2,000 members (over 1,400 teacher and nearly 600 ESP members) and is located in the state's capitol city. It has several comprehensive professional negotiations agreements including binding arbitration of grievances. This UniServ Field Representative position primarily serves the teacher members of the association while another UniServ Representative is assigned to LRCTA's ESP members and several other local associations in the metropolitan area.

The local association is also supported by a full-time released President and Administrative Assistant.

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.*