



Appendix I

Job Description UniServ Field Representative

AEA UniServ Field Representative Job Description: The primary responsibility of a UniServ Field Representative is to support and assist local association officers, leaders and active members 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 constructive working relationship with the officers, leaders and members of those locals within the zone.

Duties and Responsibilities:

1. Develops, coordinates and directs the programs of the Association under the supervision of the Manager of Legal Services and Field Operations.
2. Must be able to work with Microsoft Word, Excel, Power Point and Access, plus other relevant technology.
3. Provides assistance to AEA Board members, local presidents and association leadership.
4. Provides and develops 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:
 - Develops and/or executes local association programs to maintain membership, ensure membership growth, and organize new members;
 - Develops and/or executes local association political action, community/public relations, legislative support, and professional development activities and programs;
 - Develops and/or executes local association programs in member rights and human relations;
 - Improves and maintains the organizational health of the local association through leadership training and development, internal communications, business management, and conflict resolution; and
 - Coordinates and advocates national and state association programs and priorities with local associations and members.
6. Identifies and trains new leaders, including local association leaders and building reps.
7. Knowledge of and ability to communicate with members about state and national member benefits programs.

8. Successfully organizes and services all categories of members.
9. Represents the Association employee-employer relationships directly involving school boards or the superintendent or their designees.
10. Attends appropriate meetings of the Association's affiliated organizations and other meetings in the community.
11. May serve as an adviser on the local professional negotiation teams where appropriate.
12. Coordinates local activity directed toward state and/or national strategic program goals.
13. Assists in developing and conducting state level programs as assigned by the Manager of Legal Services and Field Operations or the Executive Director.
14. Perform other appropriate duties at the direction of the Manager of Legal Services and Field Operations and or the Executive Director.
15. Must have a valid driver's license and be willing to travel around the state and to national meetings.
16. Other duties as assigned by the Executive Director and or Manager of Legal Services and Field Operations.

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