



**ILLINOIS
EDUCATION
ASSOCIATION**
www.ieanea.org

VACANCY NOTICE

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May 13, 2024

PLEASE POST

UNISERV DIRECTOR – Region 11 Springfield, Illinois

DEADLINE FOR INTERNAL CANDIDATES: May 28, 2024, for current staff only. Those interested in applying for the UniServ Readiness Pool may do so at any time, by contacting the IEA-NEA, Human Resource Department, 100 E. Edwards, Springfield, IL 62704.

EFFECTIVE DATE: To Be Determined

INTERVIEWS: Candidates will be selected from the UniServ Readiness Pool and staff applicants.

INTERVIEW LOCATION: Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Central and Southern Director of Advocacy and Organizing, Director of Field Services and Organizing, and Executive Director. Supervises and directs assigned associate staff.

DEMOGRAPHICS: Region 11 is located in Sangamon County in central Illinois. There are 1,575 members serviced out of the Springfield office. The region services 4 locals that are a combination of 1 K-12 certified teacher local, 1 education support professional local, 1 K-12 wall-to-wall, and 1 charter school wall-to-wall. They range in size from 45 to 1154 members.

RESPONSIBILITIES:

1. Assists in planning, organizing, and implementing a membership program to increase membership and charter new locals to ensure that IEA-NEA is the strong voice for public education.
2. Promotes and recruits membership involvement in IEA-NEA state, regional and local activities.
3. Initiates, plans and conducts leadership training and development for local leaders and members.
4. Promotes and assists locals in program planning, implementation and evaluation; promotes local association budget development.
5. Works to involve and strengthen locals through collective bargaining.
6. Initiates and processes requests for services from other IEA-NEA departments for locals and members.
7. Initiates, processes and assists locals and members in securing due process through representation in personnel cases, grievances, arbitrations, and dismissal proceedings. Acts as representative of IEA-NEA General Counsel when initiating requests, conducting investigations and making recommendations for legal services and when assisting the IEA-NEA General Counsel in the legal representation of locals or members.

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Springfield, Illinois
(Continued)

RESPONSIBILITIES: (Continued)

8. Gathers, organizes and submits required data to the central office and to the Region Council so that IEA-NEA programs and policies can be implemented and maintained.
9. Assists in the planning, implementation and promotion of IEA-NEA programs, initiatives and policies.
10. Participates in special assignments and projects, which extend beyond the assigned region in order to further the goals and objectives of the IEA-NEA.
11. Assists and advises the Region Council in conducting its business and programs.
12. Manages the region office including supervising associate staff, i.e., initial employment recommendation, evaluation and remediation.
13. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
14. Performs other appropriate duties as directed by assigned management staff.

MINIMUM QUALIFICATIONS:

- College degree or equivalent; experience in education desirable.
- High degree of organizing skills and capability to deal effectively on interpersonal basis with members, potential members, leadership and IEA-NEA management and Board of Directors are essential.
- Must have working knowledge of school systems, school finance and school law and capability to effectively organize for and negotiate on behalf of school employees.
- Should have capability to effectively assist school employees to organize for political activities.
- Be able to plan, organize, control and supervise his/her assigned regional office.
- Should be able to be actively involved in preparing arbitration cases for members; must have capability to represent members in quasi-arbitration and other legal cases.
- Working knowledge of personal computers required.
- Valid driver's license required.

SALARY AND BENEFITS: In conformance with the IEA-NEA/IEASO Professional Staff Agreement.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.**