June 10, 2024

VACANCY NOTICE

PARAPROFESSIONAL/ESP FOCUS
Location: To Be Determined

DEADLINE FOR INTERNAL APPLICATIONS: June 25, 2024

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: Internal Candidates Apply Here and External Candidates Apply Here.

INTERVIEWS: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Northern Area Director of Advocacy and Organizing, the Director of Field Services and Organizing and the Executive Director.

POSITION DESCRIPTION: Serves to support IEA’s comprehensive program to recruit, train, organize, and assist education support members and leaders.

RESPONSIBILITIES:

1. Initiates, plans, and assists with training and development for leaders and members.
2. Gathers, organizes, and communicates information to staff, members and leaders about the IEA ESP program and services.
3. Assists with the development of conferences and provides support to the Director of the Education Support Professional Program and ESP Council, including preparing reports, vouchers, ESP monthly newsletter, budget, nomination application for IEA and NEA ESP of the Year and council meeting logistics.
4. Works, plans, and collaborates as part of a team.
5. Works independently to accomplish the duties listed in the job description and the assigned components of the plan developed by the team.
6. Assists in planning and promotion of IEA-NEA programs, initiatives and policies.
7. Gathers, organizes and submits data so that IEA-NEA programs and policies can be implemented and maintained.
8. Demonstrates a high degree of interpersonal and communication skills.
9. Demonstrates in-depth problem solving and analysis skills.
RESPONSIBILITIES: (Continued)

10. Performs other appropriate duties as assigned by manager.

11. Develop a system to collect and maintain up-to-date and accurate information regarding membership and potential membership in ESP locals in conjunction with membership processing.

12. Demonstrates a commitment to diversity, equity and inclusion and creating a culture of belonging and teamwork.

QUALIFICATIONS:
- High school diploma required, associate or college degree desirable;
- Above average written and verbal communication skills;
- Capable of efficiently handling telephone, email and online requests;
- Knowledge of basic office equipment and technology;
- Ability to work independently and in a team environment;
- Knowledge and ability to perform the basic office accounting and database functions;
- Experience and/or training with computer technology and applications, including but not limited to Microsoft Word, Excel, Outlook, PowerPoint, Publisher and Teams;
- Valid driver’s license.

SALARY AND BENEFITS: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

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