

UniServ Director Job Description

Job Title: Service Unit Director

Classification: Professional

Supervisor: Osceola County Education Association President

Location: Osceola Service Unit

Summary:

The UniServ Director works to support and administer the day-to-day operations and programs of the Osceola County Education Association. The Osceola County Education Association is a local option and is in Central Florida. Osceola County Education Association represents both teachers and Education Staff Professionals. Our office operates under the direction of a full-time release president.

Duties and Responsibilities:

1. Serve as the certified business agent, negotiating contracts for the educators and support personnel.
2. Files and process grievances over violations of negotiated agreements and existing laws.
3. Conduct impasse and arbitration hearing over labor-management disputes as required.
4. Support and assist local leadership in organizing.
5. Provide membership transaction support and roster monitoring.
6. Monitor and coordinate local association program implementation including communications, trainings, employee relations, minority concerns, instructional and professional development, membership promotion, political action, legislation, etc.
7. Represent members in administrative interviews with management.
8. Secure assistance for members in need of legal services
9. Assist in developing and monitoring local programs, budget, and Service Unit office pursuant to local policies and procedures.
10. Maintain a continuous, positive liaison with local leaders and Executive Board members.
11. Perform other duties as prescribed within the Service Unit Documents.
12. Assist in the filing of all necessary reports required by law.
13. Maintain personal calendar which accurately documents past, present, and future activities, site visits, and appointments in connection with work as a field representative.
14. Other duties as assigned.

Qualifications:

1. Knowledge of Association work as leader or staff.
2. Successful completion working with teacher and ESP locals. (preferred)
3. Two years as local staff or comparable experience, or successful completion of the FEA/NEA Intern Program.
4. Demonstrated ability in contract maintenance, grievance processing, member representation, and collect bargaining.
5. Knowledge of the impasse and arbitration processes.
6. Ability to analyze school financial budget information.
7. Demonstrated ability to work collaboratively and drive projects independently.
8. Strong technology skills and ability to learn new programs.
9. Possession of, or ability to obtain, a valid Florida driver's license.
10. Pass the background screening required under Florida Statute to work in schools.
11. Bachelor's degree
12. Bilingual English and Spanish communication skills (preferred)

Compensation:

Salary \$55,000-\$81,662 based on experience. Employer provided hospitalization, medical, dental, vision, life and long-term disability insurance, employer paid retirement, vacation, sick leave, and holidays.

To Apply:

Interested applicants are to email the following information to Janet.Moody@floridaea.org

- Letter of interest and resume to include experience related to the above stated qualifications and responsibilities

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