

ANNOUNCEMENT FOR THE POSITION OF UNISERV DIRECTOR

The Clark County Education Association (CCEA) is seeking applicants for the position of UniServ Director. Required experience includes knowledge of public education K-12, internal organizing experience, worksite/building structure, collective bargaining, litigation skills, and contract enforcement. Position requires extended work hours (applicants who cannot meet this critical requirement need not apply).

Résumés will be held confidential. Salary: dependent on experience and qualifications and in accordance with staff contract. We offer competitive fringe benefit and retirement plans. Letters of application, résumés reflecting essential qualifications and experiences, and a list of three professional references **must** be submitted or the application will not be considered. Please send materials to the attention of:

John Vellardita, CCEA
4230 McLeod Drive
Las Vegas, NV 89121
email: jvellardita@ccea-nv.org

Association Overview

The Clark County Education Association is affiliated with the Nevada State Education Association and the National Education Association. CCEA represents nearly 18,000 Pre K-12 licensed employees in 357 worksites in the Clark County School District (CCSD), which is the fifth largest school district in the nation. CCEA provides professional leadership, legal services, legislative/political involvement, a membership benefits program, and professional and personal development for its membership.

About the Position

Major Duties and Responsibilities

The UniServ Director works closely with and reports to the Director of Advocacy and Representation and has the primary responsibility for implementing the program of the Association. The UniServ Director's duties and responsibilities are to have:

1. Significant representation and contract enforcement experience in handling grievances, arbitrations, unfair labor practice charges, other areas of litigation, as well as general effective practices in representation including resolution skills.
2. Significant areas of experience in collective bargaining and settlement negotiations.
3. Effective and efficient utilization of time management, work plans, and implementation of plans to meet objectives and goals.
4. To be able to coordinate and deliver CCEA programs and services to members. This includes, but is not limited to:
 - Implementing CCEA's internal organizing plan to build worksite structure.
 - Identifying and recruiting leaders at a school site.

- Empowering members to be actively involved in their union at all levels.
 - Transitioning CCEA from a service model to an organizing model.
 - Excellent communication skills: Drafting and submitting correspondence.
 - Developing and delivering training modules to member leaders.
 - Promoting the teaching profession to make CCEA an authoritative voice on the job.
 - Promoting endorsed political candidates based on CCEA's political program.
 - Promoting CCEA programs and organizing around issues that impact CCEA and its members.
5. Maintain visibility with the membership through regularly scheduled building visitations.
 6. Establish and maintain a positive working relationship with the membership.
 7. Provide advice and appropriate professional assistance to members.
 8. Assist members in securing legal representation in employment matters.
 9. Other duties as assigned by the Executive Director or his designee.

Essential Qualifications and Experience

The successful candidate will have extensive representation, collective bargaining, and grievance/arbitration experience; extensive internal organizing experience where union density grew and worksite power was achieved; experience in transitioning a union from a service model to an organizing model is required; experience in working in a right to work state preferred; and, experience in the education industry is a plus.

Please Note: CCEA seeks only applicants who meet the qualifications and experience listed above.

In addition, the successful candidate will possess knowledge and experiences in the following areas:

- Effective oral and written communication skills;
- Analytical skills;
- Data driven skills;
- Advocating a cause;
- Creativity, problem solving and decision making;
- Strategic planning;
- Organizational development and change;
- Leading, motivating and collaborating with members and leaders;
- Working with diverse populations, personalities and viewpoints; and,
- Taking appropriate organizational risks.