

THE SOUTH CAROLINA EDUCATION ASSOCIATION

Job Title: The SCEA UniServ Director- Midlands Area

Salary: The successful applicant will be hired pursuant to the Collective Bargaining Agreement between the SCEA and the SCSO. A liberal fringe benefit package is provided.
The contract includes a one-year probationary period.

Closing date: June 21, 2019

Application Procedure: A person interested in applying for this position should submit a letter of application covering their experience, knowledge, skills and abilities regarding the job description and qualifications listed.

Please submit a resume with names of three references that have working knowledge of the applicant's skills and experience in regards to this position.

Please provide contact information to:

Rita Haecker-The SCEA Executive Director
421 Zimalcrest Drive
Columbia, SC 29210

Preferred email to receive completed applications as described above to rhaecker@thescea.org

POSITION DESCRIPTION – UNISERV DIRECTOR

- I. UniServ Director – UniServ Director Professional
- II. Affiliate Services
- III. General Description of the Position's Function and Purpose

The position requires specific knowledge and skill in program area as well as knowledge of association policies, programs, and procedures. The incumbent works directly with members and staff in the program implementation or system operation.

IV. Qualification – Minimum Required

Education College Degree – Bachelors

Experience: Experience in a job related position or experience in a related Association activity.

Other: Flexibility, good judgement, initiative. Ability to be effective under pressure. Ability to work independently. Ability to prepare written materials and work harmoniously with other staff members and members of the association and the public.

V. Desirable Additional Qualifications – Association or organizational experience

VI. Title of person to whom this position reports: Executive Director or Designee

VII. Position Analysis

Specific duties:

1. Work with local governance structure to ensure a full slate of officers and an AR system which consists of at least one active AR in each site.
2. Maintain an internal and external communications system of regular messages. Such messages will include all pertinent and important information.
3. Develop an active advocacy program consisting of a trained advocacy committee which will present training and assist members with employment issues.
4. Provide assertive advocacy when representing members before administrators and school boards.
5. Responsible for a legislative contact system. The legislative contact system will have at least one member for each legislator. These contacts will coordinate legislative lobbying and also activities to engage members in the lobbying advocacy process.

6. Develop an active political action program. This committee will conduct political advocacy including interviewing and making recommendation to the local regarding political recommendations of candidates and issues.
7. Provide services for local associations and members in an appropriate and timely manner.
8. Assist with The SCEA's Advocacy Program.
9. Other duties as assigned.

VIII. Knowledge Required by Job

1. Knowledge of association policies, programs and procedures
2. Knowledge of the structure and operation of school district government.
3. Knowledge of the state legislative process.
4. Knowledge of the law and regulations related to advocacy and member representation.
5. Knowledge of program planning and operation procedures.
6. Knowledge of communication processes.
7. Experience in assisting with employment related problems
8. Understanding of the commitment of The SCEA Mission and Vision
9. Knowledge of The SCEA policies
10. Professional skills in use of phone and email
11. Good computer and telecommunications skills
12. Working knowledge of federal, state, and local laws, statutes, and policies related to education and the rights of education employees
13. Experience with education research, with a concentration on Internet based research
14. The ability to research, locate and discern information quickly
15. Working knowledge and understanding of typical LEA programs and issues
16. The ability to resolve complicated member issues
17. The ability to be patient with members experiencing a high degree of stress

18. Skill in negotiating and conflict resolution
19. The ability to communicate persuasively, both in verbal and written form
20. The ability to identify, calculate and adhere to sensitive timelines
21. The ability to maintain a computer based, case management tracking system
22. The ability to maintain a computer based professional resource library for staff use

TECHNICAL SKILLS REQUIRED

Software: Microsoft Office Suite, grammar, spelling, punctuation, e-mail etiquette and business letter writing. The ability to use the technology required to accomplish job tasks

IX. Responsibility

Supervisory Controls: The incumbent is guided by association policy and procedures. The incumbent works under direction of the Executive Director or designee in developing and operating programs or systems of the association. The incumbent must act independently with good judgement and resolve complex problems. Final approval of total programs and systems by the Executive Director or designee is required as well as periodic progress reports.

Guidelines: The incumbent uses the adopted objectives and budget as the primary guidelines of work. A high degree of judgment must be exercised in creating possible programs or systems and selecting the most appropriate program to implement the incumbent's assignment.

Difficulty

Complexity: The activities involve the development and operation of a variety of programs and systems at both the local and state association level.

Scope and Effect: The work of the incumbent has direct impact on the achievement of the association's objectives and the association's local affiliates.

X. Personal Relationships

Personal Contacts: Personal contacts are primarily with association members and association staff and leaders in providing member representation and support as well as increasing the employment rights of members.

