

TITLE: UNISERV DIRECTOR

JOB SUMMARY: The UniServ Director assists local affiliates and ISEA members in organizational and program development through visitation, diagnosis, and planning of programs designed to strengthen and improve the welfare of members and enhancement of the educational climate.

- JOB ANALYSIS:
1. Acts as the primary liaison and broker for informational resources, including the use of special consultants and specialists, for local affiliates and the UniServ unit.
  2. Promotes membership in the organization.
  3. Works to strengthen the effectiveness of local affiliates through training at the local, regional, and state level.
  4. Supports UniServ Council activities as a staff liaison.
  5. Develops and implements training at the local, regional, and state levels as arranged with other staff responsible for program planning and/or utilizes ISEA resources in such activities as needed.
  6. Serves as individual member advocate for member needs; serves as local affiliate advocate.
  7. Assists local affiliates with organizing and recertification elections.
  8. Serves as a bargaining consultant for each local association bargaining team.
  9. Assists in activities of the ISEA and the NEA as required by the UniServ Agreement and/or the State UniServ Coordinator.
  10. Maintains a professional and appropriate environment in the workplace.
  11. Assists specialists in legislative and political activity as needed.
  12. Provides accurate and timely communications with local associations.
  13. Prepares and conducts interest and grievance arbitration hearings as needed.
  14. Performs other duties as assigned by their manager.

**WORKING CONDITIONS:**

Generally sedentary work. This position requires the individual to stand, sit, walk short distances, and lift up to 40lbs or less periodically. A valid driver's license is required. Ability to travel and work various hours including evenings and weekends.

**SALARY & BENEFITS:** In accordance with the Collective Bargaining Agreement between Iowa Staff Union NSO and the ISEA.  
Benefits include health, dental, vision, life, long-term disability, AD&D, paid vacation and sick leave, auto stipend, 401K, and a pension plan.

This position is located in the Eastern Iowa area.