

777 Third Street
Des Moines, IA
50309-1301
tel 515.471.8000
fax 515.471.8017
www.isea.org

POSITION: UniServ Director

STAFF RELATIONSHIP: Responsible to the Associate Executive Director

LOCATION: Des Moines Regional Office

CLOSING DATE: Open Until Filled

An affiliate of the
National Education
Association

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 and the UniServ unit through training at the local, unit and state level.
4. Coordinates UniServ unit activities in statewide ISEA/NEA programs and/or projects.
5. Develops and implements training at the local, unit 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. Serves as a bargaining consultant for each local association bargaining team.
8. Assists in activities of the ISEA and the NEA as required by the UniServ Agreement and/or the State UniServ Coordinator.
9. Maintains a professional and appropriate environment in the unit office.
10. Assists specialists in legislative and political activity as needed.
11. Provides accurate and timely communications with the UniServ Unit and local associations.
12. Prepares and conducts interest and grievance arbitration hearings as needed.