February 17, 2021

EARLY CAREER DEVELOPMENT AND STUDENT DIRECTOR
Springfield, Illinois

EFFECTIVE DATE: To Be Determined.

DEADLINE FOR INTERNAL APPLICATIONS: March 3, 2021

HOW TO APPLY: Candidates must submit an Employment Application Form and other application materials by using the following link Internal Apply Here and External Apply Here.

INTERVIEWS: Selected candidates will be invited to interview at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Field Services and the Executive Director. Supervises and directs assigned associate staff.

POSITION DESCRIPTION: Maintains a comprehensive program to organize and assist student associations on community college and university campuses; maintains a comprehensive program for early career teachers; implements the policies and programs of the IEA-NEA.

RESPONSIBILITIES:

1. Assists UniServ Directors, Organizers and leaders in planning, organizing and implementing a recruitment program to increase membership and to charter new chapters of student members.

2. Initiates, plans and conducts leadership training and development for local leaders and members.

3. Coordinates efforts to establish student associations on community college and university campuses. Develops and implements a plan to recruit students interested in the teaching profession as members of the IEA-NEA.

4. Involves students in IEA-NEA activities including leadership training, professional development and political action.

5. Works with other IEA-NEA departments to promote the interests of students and early career members.

6. Gathers, organizes, maintains and develops information to assist early career teachers in areas of professional development and best practices concerning teaching and student learning. Communicates this information to staff and leaders as appropriate.

7. Recruits and connects early career teachers to become active in legislative, political and educational reform issues.

8. Assists the Advocate editor in finding articles for the IEA-NEA Advocate and the website concerning areas of interest for early career teachers.
RESPONSIBILITIES: (Continued)

9. Works with UniServ Directors and Membership Processing to develop and maintain systems for identifying and communicating with student program participants who become members in an IEA-NEA local.

10. Maintains working relationships with other organizations involved with early career teachers, including the NEA Instructional Professional Development networks.

11. Gathers, organizes and submits required data to the Central Office so that IEA-NEA programs and policies can be implemented and maintained.

12. Supervises associate staff, i.e., initial employment recommendation, evaluation and remediation.

13. Makes recommendations to the department director for the development of the department budget and takes necessary action required to operate within the approved IEA-NEA budget.

14. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members and the general public.

15. Performs other appropriate duties as directed by assigned management staff.

MINIMUM QUALIFICATIONS:

- College degree or equivalent; teacher experience desirable.
- Must have successful previous experience in organizing and representing higher education employees.
- Must have working knowledge of school systems, school finance and school law and capability to effectively organize for and negotiate on behalf of school employees.
- Must have experience in designing and presenting training programs for technical support and organizational development for higher education employees.
- A capacity to deal effectively on an interpersonal basis with members, potential members and IEA-NEA leadership is essential.
- Working knowledge of personal computers required.
- Valid driver’s license required.

SALARY AND BENEFITS: In conformance with the IEA-NEA/IEASO Professional Staff Agreement.

AN EQUAL OPPORTUNITY EMPLOYER