



**ILLINOIS  
EDUCATION  
ASSOCIATION**  
www.ieanea.org

## VACANCY NOTICE

---

100 East Edwards Street • Springfield, IL 62704-1999 • 217.544.0706 • Fax 217.544.7383

September 1, 2021

**UNISERV DIRECTOR – Region 43  
Palatine, IL**

**PLEASE POST**

**DEADLINE FOR INTERNAL CANDIDATES:** September 15, 2021 for current staff only. Those interested in applying for the UniServ Readiness Pool may do so at any time, by contacting the IEA-NEA, Human Resource Department, 100 E. Edwards, Springfield, IL 62704-1999.

**EFFECTIVE DATE:** To Be Determined.

**INTERVIEWS:** Candidates will be selected from the UniServ Readiness Pool and staff applicants.

**INTERVIEW LOCATION:** Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

**STAFF RELATIONSHIP:** Directly responsible to the Northern Director of Advocacy & Organizing, Director of Field Services, and Executive Director. Supervises and directs assigned associate staff.

**DEMOGRAPHICS:** The Region 43 UniServ Director currently works with 4 pre-K-12 locals (4 Certificated) ranging in size from 749 to 156. There are currently 2074 members.

**RESPONSIBILITIES:**

1. Assists in planning, organizing, and implementing a membership program to increase membership and charter new locals to ensure that IEA-NEA is the strong voice for public education.
2. Promotes and recruits membership involvement in IEA-NEA state, regional and local activities.
3. Initiates, plans and conducts leadership training and development for local leaders and members.
4. Promotes and assists locals in program planning, implementation and evaluation; promotes local association budget development.
5. Works to involve and strengthen locals through collective bargaining.
6. Initiates and processes requests for services from other IEA-NEA departments for locals and members.

## VACANCY NOTICE

### UNISERV DIRECTOR – Region 43 Palatine, IL (Continued)

#### **RESPONSIBILITIES:** (Continued)

7. Initiates, processes and assists locals and members in securing due process through representation in personnel cases, grievances, arbitrations and dismissal proceedings. Acts as representative of IEA-NEA General Counsel when initiating requests, conducting investigations and making recommendations for legal services and when assisting the IEA-NEA General Counsel in the legal representation of locals or members.
8. Gathers, organizes and submits required data to the central office and to the Region Council so that IEA-NEA programs and policies can be implemented and maintained.
9. Assists in the planning, implementation and promotion of IEA-NEA programs, initiatives and policies.
10. Participates in special assignments and projects, which extend beyond the assigned region in order to further the goals and objectives of the IEA-NEA.
11. Assists and advises the Region Council in conducting its business and programs.
12. Manages the region office including supervising associate staff, i.e., initial employment recommendation, evaluation and remediation.
13. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
14. Performs other appropriate duties as directed by assigned management staff.

#### **MINIMUM QUALIFICATIONS:**

1. College degree or equivalent; experience in education desirable.
2. High degree of organizing skills and capability to deal effectively on interpersonal basis with members, potential members, leadership and IEA-NEA management and Board of Directors are essential.
3. 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.
4. Should have capability to effectively assist school employees to organize for political activities.
5. Be able to plan, organize, control and supervise his/her assigned regional office.
6. Should be able to be actively involved in preparing arbitration cases for members; must have capability to represent members in quasi-arbitration and other legal cases.
7. Working knowledge of personal computers required.
8. Valid driver's license required.

**SALARY AND BENEFITS:** In conformance with the IEA-NEA/IEASO Contract.

**AN EQUAL OPPORTUNITY EMPLOYER**