

**M 29-09-10**

**DATE OF POSTING:** March 8, 2010

**TERMINATION DATE FOR APPLICATIONS:** March 19, 2010

**POSITION:** **UNISERV DIRECTOR /12-B  
Midland**

**COMPENSATION/BENEFITS:** Per MEDA Master Agreement

**STAFF RELATIONSHIP:** Responsible to Cheryl Conklin  
Eastern Zone Field Services Director  
And  
Viola Collin, Chair  
12-B Coordinating Council

**EMPLOYMENT DATE:** As soon as possible

**SEND APPLICATION AND RESUME TO:** **Human Resources Department**  
Michigan Education Association  
1350 Kendale Blvd., P.O. Box 2573  
East Lansing, MI 48826-2573

The UniServ Director shall be selected by, responsible to, and assigned to a coordinating council.

**RESPONSIBILITIES:**

The UniServ director will be responsible for the selection, supervision and evaluation of the services staff (secretaries) in the UniServ area to which the director is assigned in cooperation with the other UniServ Directors of the Coordinating Council.

*Upon request of the Coordinating Council office manager, the UniServ director will provide input regarding the selection, supervision, and evaluation of the services staff (secretaries) in the UniServ area to which the director is assigned.*

As special needs within the service area are identified which require the services of other professional staff, the UniServ director shall be responsible for:

- 1) requesting the services of other staff through the zone director;
- 2) coordinating the delivery of said staff services to the membership unit.

The director will provide general administrative, representative and consultative services to the assigned coordinating council, and the local association, in accordance with MEA policy and program. These will include, but not be limited to:

**RESPONSIBILITIES:** (continued)

- 1) contract negotiation and implementation
- 2) leadership training
- 3) budget and program preparation and implementation
- 4) public relations and membership promotion.

Build local identification with and participation in MEA and NEA programs.

May act as secretary-treasurer to the coordinating council PAC.

With the assistance of the coordinating council, develop personal job performance goals and objectives. Also with the assistance and help of the coordinating council develop programs, policies and performance expectations for the UniServ director position.

Operate assigned budget allocation within a balanced framework.

Represent local associations and individual members in legal and quasi-legal matters. This should include, but not be limited to:

- 1) presentation of tenure and arbitration cases;
- 2) evaluation and recommendation of cases needing the services of attorneys;
- 3) keeping alert to association activities that might lead to problems, i.e., audits, fair representation, filing tax forms, etc.

In cooperation with the local association(s), develop *new* strategies at the local level for resolving key problem issues for local members.

Fill the MEA obligation to the NEA Shared Services Program through arrangements made with the zone director and upon the approval of the coordinating council chairperson.

Perform all other assignments as shall be assigned from time to time by the coordinating council chairperson.

**MINIMUM QUALIFICATIONS:**

At least four or five years of experience in education or relevant fields.

Master's degree preferred.

Leadership experience.

Fluency in oral and written communications.

Good health.

Good driving record and valid driver's license.