



ANNOUNCEMENT OF POSITION VACANCY

UniServ Executive Director
Woodland Peaks UniServ
1220 N. Main St. Unit 8
Springville, UT 84663
Phone: (801) 362-1285

Date of Posting: September 15, 2021

Date of Closing: October 15, 2021

Anticipated Employment Start Date: February 1, 2022

Unit Description

Woodland Peaks UniServ is a suburban/rural unit. It includes three local associations: Carbon County, Provo, and Nebo Education Associations. It is a local option unit with approximately 1500 certified educators and is governed by a board of directors made up of the executive board of its three locals. It serves members in the southern end of Utah County and Carbon County, Utah. Woodland Peaks is located in Springville, Utah, and owns its own office duplex, which is centrally located between the three locals. Springville is located forty miles south of Salt Lake City. Woodland Peaks UniServ employs one Executive Director and one Office Manager.

General Preferred Qualifications:

- Bachelor's degree
- Experience in association work at the state, local, or elected association leadership position
- Educator experience in the public education system and/or in an advocacy role
- Skills in advocacy and representation with knowledge of educator rights and responsibilities and fair due process
- Ability to build relationships with members and a willingness to actively be in schools
- Ability to build collaborative relationships with internal and external public school partners
- Experience with membership recruitment and retention
- Experience with education-related issues and developing effective solutions/problem solving
- Experience in managing other employees, including evaluating and coaching
- Effective written and oral communication skills
- Technology literacy
- Strong personal characteristics, such as the ability to prioritize and manage workload, self-direction in task completion, enthusiasm and willingness to work flexible hours to fulfill job expectations weekly
- Strong knowledge of budgeting and understanding of the accounting system
- Knowledge of the state/local political process as it relates to teachers and education

General Duties and Responsibilities

The Woodland Peaks Executive Director is employed by the Woodland Peaks Executive Board, which is made up of the president of each of the three local units, and works under the direction of the UniServ Board. The general duties and responsibilities of the executive director are as follows:

- Manage the Woodland Peaks UniServ
- Manage the rental property of Units 7 and 8
- Oversee the Kids Cause Foundation
- Oversee all financial aspects of the Woodland Peaks UniServ in conjunction with the Woodland Peaks office manager
- Oversee the work of the office manager and all business items associated with the administration of the UniServ
- Coordinate time effectively between the three locals
- Work directly with each local president to assist in the day-to-day operations of their locals
- Work effectively with each school district's Superintendent, Business manager, and HR department in advocating for members
- Understand state law and local negotiated and school board policies in order to advocate/mediate for fair due process representation in employment matters
 - Be prepared to understand grievances and termination procedures within each school district
 - Work in collaboration with UEA general counsel, when needed, on legal issues
- Provide consultation and representation to local presidents in contract bargaining
- Be a willing advocate for membership recruitment throughout each local
- Work in coordination with the Utah Education Association in areas of membership recruitment
- Be a working partner with UEA and NEA under the direction of the Woodland Peaks Board
- Participate with UEA in State Staff Director meetings and with the Utah Field Staff UniServ Directors in staff meetings
- Participate and coordinate meeting expectations in each local/school district under the direction of the local president
- Be a working partner with the Utah Education Association to promote the political well-being of public educators in the State of Utah
- Complete other education-related duties listed in the Executive Director's Responsibilities Outline

(When considering this job, please see the Woodland Peaks Board Expectations and the Executive Director's Responsibilities Outline.)

Salary and Benefits

Salary and benefits will be based on qualifications and experience, and will also be implemented with local staff contracts. This comprehensive contract includes salary (aligned with local Woodland Peaks Uniserv salary schedule), health insurance, retirement benefits, vacation and sick leave.

UNISERV BOARD EXPECTATIONS OF THE WOODLAND PEAKS EXECUTIVE DIRECTOR:

You are the association's chief executive officer and answer to the Woodland Peaks Board of Directors.

The executive director must have the vision, integrity, and experience to lead the staff and guide the Woodland Peaks Board of Directors. Protection of the organization is critical. You will be responsible for the budgets and directing resources to achieve the organization's goals and objectives. You will be responsible to recruit, hire, direct, and motivate Woodland Peaks' employees. You will also serve as the custodial official for all documentary and archival records relating to the official business of the association.

You are the key advisor to the association's officers and governing bodies.

You will report directly to the ten-member Woodland Peaks Board of Directors. You will anticipate issues, consult with, and advise association-elected leaders on how their policy decisions affect the association's health, operation, effectiveness, and image. You are skilled at thinking strategically, analyzing issues, assessing risks and benefits, establishing plans, and using sound judgment to implement plans to conclusion.

You are experienced in leading and managing large, complex organizations.

You model collaborative leadership. You create an environment where governance, management, and staff are empowered to move the association forward. You understand a complex environment with multiple priorities and effectively balance those demands with the need to make decisions, act, and direct staff. You artfully assign and monitor the utilization of limited human resources, financial resources, and material resources to achieve the maximum results.

You are an excellent communicator who builds strong relationships.

You promote quality communication among all levels of the organization by openly sharing ideas and information with the Woodland Peaks Board of Directors, leaders, and staff. You will continue the culture of working collaboratively with the school districts. You can engage and inspire others to achieve collective results. In addition, the executive director shares the responsibility of representing Carbon County, Nebo, and Provo Education Associations by serving as spokesperson (internally and publicly) in the absence of the Carbon, Nebo, and Provo Presidents.

You are politically astute and fully support labor and public education values.

You exhibit a clear understanding of how local, state, and national politics affect public education. You maintain awareness of current issues and challenges in public education and the increasing global implications of education reform and privatization efforts.

You are a skilled financial manager who can provide high-level oversight to the fiscal and budgetary management of the association.

You work closely with the office manager to prepare and manage the association's finances and budget. You are well-versed in financial and operational controls as well as fostering creative solutions for membership growth and revenue enhancement.

APPLICATION PROCESS

To be considered for this position, applicants must submit their file electronically by 4:00 P.M. on October 15th 2021, or postmarked by mail on October 10th, and it must contain:

- Completed application form
- Personal letter indicating why you would like to be considered as the executive director and your wiliness to do union work
- Current resume or professional vitae
- Three confidential and professional letters of recommendation sent to:

Woodland Peaks UniServ
Attention: Chelsa Roberts, President
1220 N Main St. Unit 8
Springville, UT 84663
Or send via email to: woodlandpeaks001@gmail.com

All questions should be directed to Ronald Firmage at 801-362-1285 or via email at ron@woodlandpeaks.org.