



**DAVIS EDUCATION ASSOCIATION
85 E 185 S, PO BOX 500
FARMINGTON, UT 84025
(801) 451-2277**

**VACANCY ANNOUNCEMENT
UNISERV EXECUTIVE DIRECTOR**

Date of Posting: September 19, 2023

Closing Date: Open until filled

Starting Date:

Salary Range: \$80,000 - \$100,000 - commensurate with training and experience

Classification: Full Time/Exempt/Supervisory

Generous benefit package (medical, dental, retirement, and paid leave)

Organization and Position Summary

The Davis Education Association (DEA) is professional association and labor union representing more than 2000 active classroom educators, school counselors, psychologists, administrators, and licensed education-related service providers employed by the Davis School District. This position provides advocacy, negotiation and organizing expertise for members and carries out ongoing projects and initiatives assigned by elected member leaders. This position reports directly to the DEA president and/or executive board.

While affiliated with the Utah and National Education Associations, DEA is an independent employer and business unit located in Farmington, UT.

General Qualifications

- Bachelor's Degree minimum / or equivalent work experience.
- Experience in association work including membership recruitment and retention.
- Able to build collaborative relationships with members and internal and external partners.
- Willingness to have an active presence in schools to recruit and retain members.
- Proven effectiveness in identifying basic issues and developing solutions.
- Experience in advocacy and representation.
- Knowledge of teacher rights and responsibilities preferred.
- Educator experience preferred.
- Knowledge of the political process as it relates to education.
- Effective written and oral communication skills; competence in public relations matters.
- Bargaining/negotiations experience.
- Able to prioritize and manage workload, self-directed project management and task completion.
- Enthusiastic and willing to work early mornings, evenings and some weekends.
- Experience in budget creation and management.

General Duties and Responsibilities

He/she is employed by and works under the direction of the Davis Executive Board. The director assists in effectively managing the Association through the following means:

- Primary responsibility will be actively participating in membership recruitment, organizing non-members, and maintenance of current membership. Must have the ability to do creative analyses and find solutions to chronic membership challenges. Must be willing to be in schools meetings with members and non-members.
- Gather, analyze, present and train on data related to membership recruitment, bargaining team skills, etc.
- Develop and provide professional development for members (adult learners) on current statewide education issues.
- Provide consultation and representation in bargaining with the school district.
- Assist members with advocacy in the work environment and possible grievance issues; prepare and present appropriate information at grievance/termination hearings with the district; coordinate with UEA Legal Services on representation beyond the district level.
- Participate in staff and member meetings and training activities as prescribed by the DEA executive board and the DEA president.
- Manage one support staff employee.
- Perform other duties assigned by the Davis Executive Board.

Application Process

To be considered for this position, applicants must submit the following items:

- Formal letter indicating your desire to be considered a candidate.
- Current resume or professional vitae.
- Three (3) professional letters of recommendation sent to Denise@dea.org:

All questions should be directed to Denise Willmore at 801-678-7008 or via email at: Denise@dea.org.

The Davis Education Association is an affiliate of the Utah and National Education Associations and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators.