

ISEA UniServ Director

Work Location: The position operates primarily in the field within the North Central Iowa ranging in the north from Winnebago County to Winneshiek County, south from Hamilton County to Grundy County. It currently includes 27 locals across the area. Currently, this position operates from an office based but is subject to change.

Work Schedule: Standard operating hours are Monday – Friday, 8 am – 4:30 pm, but the position requires flexibility to fulfill job requirements.

Reports to: Associate Executive Director for Affiliate Services

Employment Type: Full-Time, Salaried

Travel Required: Regional travel to locals at least 2-3 times per week, occasionally more based on assignment needs; overnight statewide 3-4 times per year; and overnight out-of-state travel (occasionally). A valid driver's license and reliable transportation are required. Travel and auto allowance provided per the Collective Bargaining Agreement between Iowa Staff Union NSO and the ISEA.

Salary & Benefits: As per the Collective Bargaining Agreement between Iowa Staff Union NSO and the ISEA.

Job Summary

The UniServ Director plays a critical role in supporting local affiliates and ISEA members by advancing organizational goals, facilitating year-round organizing efforts, and building membership capacity. This position directly contributes to ISEA's strategic mission to advocate for the education profession and public education by working closely with local leaders, providing training, and serving as a trusted resource and representative.

Essential Functions

- Communicates effectively in verbal, non-verbal (including business casual dress), and written form.
- Utilizes technology effectively and appropriately.
- Conducts regular in-person visits, plans and implements a variety of trainings, and meets with members and local affiliates within the region.
- Drives within the region multiple times (2-3 times) per week and in-state multiple times per year, sometimes long distances and long hours. Extended driving or flying out-of-state occasionally. Travel is integral to the position and cannot be reassigned.

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- Maintains residence within or near assigned region, as well as a flexible schedule, to accommodate frequent travel within the region, occasionally on short notice.
- Develops and maintains strong relationships with members and local affiliates through frequent in-person contact during visits, attends meetings, plans and presents a variety of trainings, and follow-up phone calls, emails, and virtual meetings.
- Independently develops and manages regional organizing plan for membership growth and prioritizes daily work schedule to fulfill plan on an annual basis.

Key Responsibilities

- Serves as the primary liaison and resource for local affiliates and Councils, supporting activities and governance and making connections at the state and national level g them with internal and external expertise as needed.
- Promotes membership growth through base-building and issue-based organizing strategies.
- Delivers training and capacity-building programs at the local, regional, and state levels.
- Assists with recertification election processes and provide strategic guidance.
- Acts as an advocate for individual members and local associations.
- Provides bargaining consultation to local association bargaining teams.
- Prepares, supports and represents locals at both mediation and arbitration hearings.
- Maintains consistent communication with local associations, ensuring timely updates and information sharing.
- Collaborates with ISEA and NEA staff in support of state and national initiatives, including those outlined in the UniServ Agreement.
- Supports political and legislative engagement with specialists including but not limited to arranging candidate interviews, knocking doors and phone calls.
- Performs other duties as assigned by management.

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Qualifications

- Bachelor's degree in education, political science or other fields directly related to position.
- Valid driver's license and ability to travel frequently.
- Ability to work flexible hours, including evenings and weekends.
- Emotional intelligence and strong interpersonal, advocacy, and communication skills.
- Experience delivering adult education, collective bargaining, organizing, or engaging in labor-management relations is preferred.

This job description is intended to describe the general nature and level of work performed within the position and is not an exhaustive list of all duties, expectations, responsibilities, or qualifications needed or preferred. The position is subject to change based upon organizational needs.