



POSITION TITLE: UniServ Director
DEPARTMENT: Affiliate Relations
IMMEDIATE SUPERVISOR: JCTA Local Option Executive Director
EMPLOYEE GROUP: KEASO Bargaining Unit
LOCATION: KEA Louisville office, JCTA local
HOURS/STATUS: Full Time / Permanent
SALARY: Negotiated contract between KEASO and KEA
CLOSING DATE: **Preferred submission date is Tuesday, May 27, 2025 by 5:00 p.m. eastern; however, the position will remain open until filled**

Summary of Position:

The UniServ Director assists local affiliates and individual KEA members in organizational and program development designed to: increase and maintain association membership; implement the mission, vision, and strategic goals of the Association by supporting the articulated programmatic priorities; strengthen and improve the welfare of members; and enhance the public education climate for members and for their students. KEA UniServ Directors assigned to the JCTA local remain KEA employees in the KEASO bargaining unit but are supervised on-site by the JCTA local option executive director. JCTA UD's must understand the provisions of the negotiated contract between JCPS and JCTA and are expected to assist members as may be needed with implementation of that contract. JCTA assigned UD's should also expect to regularly make visits to their assigned buildings, may be assigned committee support work, and may also be assigned work that is unique to the local's needs. **The successful candidate for this position must regularly work on-site, in-person at the JCTA/KEA office and must continuously reside in or immediately contiguous to Jefferson County, Kentucky and must comply with the terms of the NEA UD grant program.**

KEA Mission and Vision:

KEA is the preeminent voice for quality public education. We unite, organize, and empower our members to advocate for themselves and to ensure a quality public education for every Kentucky student.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Association Values:

- **Advocacy:** uses effective, meaningful communication and action to promote the interests of school employees and public education
- **Collective Action:** works together to achieve common goals
- **Integrity:** demonstrates sincerity, trustworthiness, and reliability
- **Professionalism:** directs sound judgment, empathy, and high standards
- **Respect:** consistently values individuals and their contributions
- **Unity:** lays the foundation for a strong association through shared vision

Essential Position Responsibilities:

Membership Recruitment and Retention: Develop and/or implement programs and activities to increase and maintain KEA membership.

Support Organizational and Local District Goals: Coordinate and advocate for KEA/NEA programs and priorities with locals and the members in those locals. Develop and/or implement political action, community/public relations, legislative support, and professional development activities and programs. Improve and maintain the organizational health of KEA locals through leadership training and development, internal communications, business management, and conflict resolution. Work with locals in development and implementation of their political action plans. Support and assist the elected leaders and representatives in carrying out the full range of their activities. Assist local associations in developing and implementing programs of member advocacy with particular emphasis on leadership development, negotiations, contract administration/grievance processing, organizing, public relations, human relations, legislative and political action, instruction and professional development and member rights activity.

Advocate for Member Rights: Advocate for the rights of KEA members through collective bargaining, grievance processing, and other means. Develop and/or implement programs in member's rights and human relations. Assist and represent members in dispute resolution and other employment related concerns.

Operations Management: Maintain regular office hours at assigned work location. Attend meetings of locals, districts, and the state Association, as appropriate. Provide for regular two-way communications between the state, national, and local association membership.

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Education & Experience:

- Bachelor's degree required, advanced degree desired
- Demonstrated experience in member and issue organizing, membership promotion and development, and political action required

Other Requirements:

- Support for KEA's mission, vision, and values and willingness to organize member activities, develop individual leaders, and implement programs as directed by the organization in furtherance of those goals
- Demonstrated understanding of the patterns, trends, and best practices regarding education policy
- Demonstrated understanding of issue organizing and relational organizing
- Demonstrated ability to efficiently use technology including working knowledge of basic office software (Word, Excel, PowerPoint), internet, email
- Willingness and ability to access and properly use NEA/KEA online member database and information systems
- Willingness and ability to learn new technology
- Willingness and ability to work nights and weekends and the ability to travel are essential
- Valid Kentucky driver's license
- Ability to stoop, bend, reach, and carry light materials
- Must maintain a full-time residence within reasonable commuting distance to the assigned work location as required by this job description and as set out in the negotiated contract

Primary work location: JCTA/KEA office in Louisville, Kentucky

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Employee's Signature (acknowledging receipt of a copy)

Date

Supervisor's Signature

Date

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