



High Desert UniServ
180 North Main
Richfield, Utah 84701
Phone: 435.896.4890

Announcement of Position Vacancy

UniServ Director

Date of Posting: May 2, 2024

Date of Closing: May 31, 2024

Organization Description:

The UEA is the largest public education employee association in Utah, representing about 18,000 active classroom teachers, retired educators, administrators, licensed education-related service providers, and campus student organizations.

Position Summary:

The High Desert UniServ is a rural unit located in the central and southeastern part of the state. It covers 35,000 square miles. The High Desert UniServ has a membership of about 675 with a potential total of 1150. There are ten local associations which include San Juan, Grand, Emery, North Sanpete, South Sanpete, Wayne, Sevier, Millard, Juab, and Tintic. Each of these local associations recognize that membership, recruitment, and retention are critical. A solid understanding of rural Utah communities is essential. Due to the population size of this rural unit, political action involvement can be significant. This unit includes five State House Representatives and three State Senators. Travel to the locals is required on a regular basis.

General Duties and Responsibilities:

- Oversee all financial aspects of the High Desert UniServ
- Oversee shared Associate staff who is shared with Color Country UniServ
- Responsible for the upkeep, maintenance, and budgeting for the UniServ office building, including but not limited to managing renters and removing snow
- Maintain residency within the UniServ; can be waived depending upon mitigating circumstances
- Coordinate the work within the locals and the UniServ
- Become familiar with and understand District Policies related to licensed employees in each of the ten local associations
- Assist members with advocacy in the work environment and possible grievance issues, including development of plans of assistance for educator remediation
- Provide consultation and support during bargaining
- Arrange for and provide specialized training and research data needed for the High Desert UniServ on topics such as membership recruitment, bargaining team skills, understanding and implementing policy, etc.

- Facilitate the creation and provision of professional development/training for members
- Prepare and present appropriate information at grievance and termination hearings at the school district level
- Available for occasional early morning, evening, and weekend work
- Able to lift and carry 25 pounds

General Qualifications

- Bachelors Degree minimum and/or equivalent work experience
- Experience in Association work – local/state elected positions, appointed positions, or staff experience preferred
- Experience in public education system and/or in an advocacy role
- Skills in advocacy and representation with knowledge of educator rights and responsibilities
- Ability to build relationships with members and a willingness to actively be in schools
- Ability to build collaborative relationships with internal and external partners
- Experience with membership recruitment and retention
- Proven effectiveness in identifying basic issues and developing solutions
- Knowledge of the political process as it relates to educators and public education
- Experience in managing other employees, including evaluating and coaching
- Effective written and oral communication skills with the expectation that correspondence will be addressed in a timely manner
- Proficient technology skills including but not limited to: Microsoft Office Suites (Word, Excel, Publisher, and Outlook) and Google Workspace (Docs, Sheets, Slides, Drive)
- Strong personal characteristics such as: the ability to prioritize and manage workload, self-directed in task completion, enthusiastic, and willing to work some evenings and weekends
- Strong knowledge of budgeting and understanding of accounting systems
- Strategic thinking skills with the ability to analyze benefits and risks of proposals or plans, as well as the ability to implement them through to completion
- Willingness to be at school sites on a regular basis for member meetings, problem-solving, and advocacy
- Knowledge or willingness to learn school legal issues
- Willingness to learn and receive feedback
- Must have a valid drivers' license and clean driving record

Salary and Benefits:

Salary based on qualifications, experience, and the current local staff contract. Comprehensive contract includes a complete health insurance package, retirement benefits, vacation, and sick leave.

Application:

Send a letter of interest, a resume detailing essential qualifications, three references, and two confidential letters of recommendation to:

Rich Monson, UniServ President, High Desert UniServ
 885 E Pinion Ridge Rd
 Blanding, UT, 84511
 435.459.1401
richmonson78@gmail.com

The High Desert UniServ is an Equal Opportunity-Affirmative Action Employer