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UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT  
**PROFESSIONAL LEARNING DIRECTOR**

*(This is a three-year, grant-funded position that may become permanent based on the success of the program and funding availability.)*

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Date of Posting:	June 17, 2024	Closing Date:	July 21, 2024
Interviews:	Week of July 29, 2024	Employment Date:	September 3, 2024
Salary:	Starting salary will be commensurate with training and experience. Starting Range: \$75,237-\$103,075 Generous benefit package (medical, vision, dental, retirement, and paid leave)		
Classification:	Full Time, Exempt, Non-supervisory		

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**Organization and Position Summary**

The Utah Education Association 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. Under the general direction of the executive director and as part of a dynamic team, the professional learning director is a three-year, grant-funded position to establish a robust and diverse professional learning program for UEA members to provide support for our early career educators, build awareness of social and racial justice in education, share classroom best practices, build leadership skills at all levels of the Association, increase engagement with the legislative and political processes, and support our members in their efforts to organize. The program is to be scaled up each year.

This position is based at UEA Headquarters in Murray, UT, with potential for hybrid work flexibility. Some in-state travel is required since professional learning sessions could be held in any targeted local association in the state. Some out-of-state travel may also be required. In addition, it is frequently necessary to work extended hours and some Saturdays. This position reports to the UEA executive director. Valid driver's license required.

**Essential Functions**

- Set up and utilize an online learning management system for registration, tracking, training, and feedback on professional learning sessions;
- Design, coordinate, and facilitate member-led and staff-supported professional learning opportunities;
- Identify relevant topics and trends in education to tailor professional learning opportunities to meet the needs of educators;

*The UEA is an affiliate of the National Education Association and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators. Black, Latin-/o/a/e/x, Asian American, Indigenous, and Pacific Islander individuals; as well as LGBTQIA+ people, veterans, people living with disabilities, and other individuals with lived experience being part of marginalized communities are encouraged to apply.*

- Solicit proposals for member-led, staff-supported learning sessions on topics of interest to members within the various strands identified;
- Evaluate the effectiveness of professional learning through assessments and feedback;
- Establish partnerships with organizations whose expertise is valuable to UEA members;
- Coordinate UEA professional learning activities with other organizations providing educator professional development;
- Act as liaison to our national organization on programs related to professional learning;
- Incorporate in-person, virtual, and hybrid learning opportunities for members;
- Recruit session facilitators and attendees;
- Plan and coordinate a two-day Summer Learning Academy for mid-June each year;
- Support local associations' professional learning and related activities;
- Develop and implement programs and resources which carry out the UEA's strategic objectives in the area of professional learning;
- Conduct and/or participate in associated team meetings;
- Model and inspire adherence to the organizational core values;
- Other duties as assigned.

### **Preferred Qualifications**

- Bachelor's degree;
- A minimum of five years professional experience working in public or higher education, adult learning, or training development;
- Demonstrated knowledge of political, education, and UEA-member issues;
- Demonstrated commitment to advocacy for education professionals;
- Knowledge of adult learning principles;
- Experience with project management and event planning;
- Proven experience in initiating, planning, and implementing learning strategies;
- Demonstrated ability to speak with professional skill and authority;
- Ability to prepare high quality written materials in both content and form;
- Success in the development and delivery of training sessions, special events and activities;
- Skilled in data collection and analysis and able to make data-driven decisions;
- Skilled in program budget preparation and implementation;
- Proficient in Microsoft Office Suite and general administrative practices;
- Able to work through uniquely stressful situations and manage multiple initiatives in a professional and productive manner; and
- Self-motivated and able to work effectively in a team.

### **Application**

Candidates who are selected to interview will also be asked to prepare a 5-10 minute presentation on a topic to be provided.

Submit an application portfolio including: letter of interest, resume and three professional references to [HR@myUEA.org](mailto:HR@myUEA.org).