

Montebello Teachers Association

UNISERV – CTA – NEA

Announcement of Employment Opportunity

Application Deadline: February 2, 2024

EXECUTIVE DIRECTOR – OPTION II

Unit Description and/or Conditions Unique to the Assignment

Montebello Teachers Association (MTA) represents 1200 educators; including teachers, counselors, psychologists, nurses and speech and language therapists; distributed at over 38 school sites in the Montebello Unified School District (MUSD). The district serves the cities/communities of Bell Gardens, Commerce, East Los Angeles, Montebello, Monterey Park, Pico Rivera, Rosemead and South San Gabriel.

The Montebello Teachers Association is committed to a just and equitable public educational system.

Duties and Responsibilities

- ❖ Primary responsibility to serve as an organizer and consultant to MTA in the development of chapter organization, chapter service programs, contract negotiations, contract maintenance and membership engagement and retention
- ❖ Provide staff assistance and service as a consultant to chapter leadership and to members in negotiations, grievances, organizational development, chapter communications and membership engagement and retention
- ❖ Serve as consultant and staff resource to the Executive Committee and the Representative Council on current issues facing the education profession in California
- ❖ Serves as business and office manager of the Association
- ❖ Recommends employment and is responsible for direction of all other staff
- ❖ Prepares and presents preliminary annual budget of the Association
- ❖ Serves as the communication and public relations officer
- ❖ Represents the chapter in communication of Association policies and programs to the community and professional groups
- ❖ Performs other duties and tasks as assigned by the Executive Committee of the Uniserv Unit, the President, and the Executive Committee

Qualifications:

- ❖ A BS/BA or higher degree
- ❖ Preferred educational background including teaching experience in public schools

- ❖ Experience with and broad understanding of teacher organizational programs and services at the local, state and national levels
- ❖ Demonstrated Association leadership experience and ability to work with professional groups
- ❖ Demonstrated organizing, negotiating, and coordinating skills necessary to successfully manage and complete complex group projects and activities
- ❖ Ability to use computers and learn the necessary programs and applications to support chapter bargaining, organizing and communications
- ❖ Broad understanding of the critical issues and problems facing public schools and the teaching profession in California
- ❖ Ability to work in collaborative and traditional relationships with site and district administration
- ❖ Previous staff experience or service as a full-time release president preferred

Salary and Benefits

- ❖ Salary Range of \$94,712-\$175,738
- ❖ Employer paid medical, dental and vision plans administered through the CTA Benefits Plan
- ❖ Employer provided life insurance, accidental death insurance and income protection as provided to CTA field staff employees
- ❖ Vehicle Allowance
- ❖ Employer paid contributions to the CTA Retirement Programs and social security
- ❖ Paid vacation and sick leave

Submit applications, in PDF form, and questions via email to:

David Navar

davidnavar@yahoo.com

Please include the following items with your application materials:

- A current resume
- At least two letters of recommendation
- At least three additional references
- Any other support materials you wish to include

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Montebello Teachers Association is an Equal Opportunity Employer