

INTERNAL NOTICE OF VACANCY

- DATE OF POSTING:** May 29, 2019
- POSITION:** Teaching & Learning UniServ Specialist
(Covering eastern half of the state; can be based in Tulsa or Oklahoma City)
- POSITION AVAILABLE:** September 1, 2019
- SALARY:** Commensurate with experience
- FRINGE BENEFITS:** Liberal - as per negotiated agreement
- RESPONSIBILITIES:** See attached Job Description
- QUALIFICATIONS:** A. Experience - Experience as an Association leader and/or employee with duties in several of the following areas:
1. Writing
 2. Organizing
 3. Program Development/Training Skills
 4. Public Relations/Communications
 5. Professional Development Presentations
 6. Crisis Management
 7. Instructional Issues/Advocacy
 8. Coalition Building/Representation
- B. *Abilities*
1. Leadership, work successfully in a team environment and can demonstrate initiative, in member representation, works well under pressure and meets deadlines.
 2. Good oral and written communications skills.
 3. Work effectively with a wide variety of people.
- C. *Education* - Bachelor's Degree or equivalent
- DESIRABLE ADDITIONAL QUALIFICATIONS:** Master's Degree
Classroom Teaching Experience
National Board Certification
- APPLICATIONS:** Persons applying should send a letter of interest accompanied by a complete resume and any other pertinent information to Melanie Engh, Paralegal/ Administrative Assistant for Legal & Corporate Services, Oklahoma Education Association, P.O. Box 18485, Oklahoma City, OK 73154 or e-mail at mengh@okea.org
- Applications must be received no later than June 12, 2019

THE OEA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**OKLAHOMA EDUCATION ASSOCIATION
JOB DESCRIPTION**

POSITION/TITLE: Teaching and Learning UniServ Specialist

PROGRAM AREA: Center for Teaching and Learning

CLASSIFICATION: Professional

*SUPERVISOR/MANAGER: Executive Director

*All staff work under the direction of the Executive Director and/or designee.

1. Promote state and national programs in assigned program area and geographic region. Work under the general direction of the Executive Director and the immediate direction of the assigned Associate Executive Director to provide local units and individual members with the services of the Association.
2. Assist local leaders with the development, implementation, and evaluation of local association programs; provide training, consultation and resource services to members and locals in:
 - a. Instruction Issues
 - b. Professional Development
 - c. Certification and licensure
 - d. Membership promotion and recruitment
 - e. Instructional technology
 - f. Parental Involvement
3. Assist in the coordination of local programs with state and national association programs.
4. Attend OEA staff meetings and training sessions.
5. Visit local associations on a routine basis.
6. Distribute OEA and NEA literature and materials, as needed.
7. Plan, coordinate, train and assist in IPD workshops, conferences and the OEA State Convention.
8. Develop activities to accomplish the goals and objectives of the Association with the other staff of the Center for Instructional Advocacy.
9. Coordinate activities with the assigned geographic team to accomplish the goals and objectives of the Association generally and the Center for Instructional Advocacy specifically.
10. Work cooperatively with all staff to accomplish the goals and objectives of the Association.
11. Serve as the staff consultant to Association committees as assigned.
12. Establish and maintain relationships with staff at state agencies to secure access to information and provide expertise to achieve OEA goals.
13. Perform other duties as assigned.