Aurora-Littleton UniServ Unit

Announcement of Vacancy – UniServ Director / Program Staff

The Aurora-Littleton UniServ Unit is seeking qualified candidates for the position of UniServ Director. This position services the associations of two school districts located in the southern and eastern portions of the Denver metro area, with a shared office located near I-225 and Parker Road.

Date of Posting: June 8, 2017  
Closing Date: June 29, 2017

Position Description:
The Aurora-Littleton UniServ Unit is a local-option UniServ Unit comprised of just two local associations. Currently serving approximately 2,200 active members, the unit includes teachers and special service providers. Aurora currently engages in traditional bargaining, while Littleton currently engages in interest-based bargaining.

The Unit office is located within a short distance of Aurora Public Schools, and within a 20-to-30-minute drive of Littleton Public Schools. The office is staffed with a Program Assistant, in addition to the UniServ Director, and both are responsible to the UniServ Council, which is co-chaired by the full-time release presidents of Aurora and Littleton. The office space, which offers an amazing view of the Front Range, is shared with the Front Range UniServ Unit.

This position involves occasional evening and weekend work, most heavily during the spring, due to negotiations, the state’s legislative session, teacher evaluations, and grievances that arise. Each association has a Representative Council that meets once per month, an Executive Board that meets regularly, and Board-to-Board meetings with the elected school boards of their respective districts, once or twice per year. The UniServ Director is expected to attend those meetings, and is also expected to accompany the local presidents when they meet with representatives of the districts’ Human Resources departments, or with the districts’ superintendents. The UniServ Director’s attendance at occasional school board meetings may be requested, when appropriate.

The essential functions of this position include consistent collaboration with the local presidents regarding representation and advocacy for members, execution of programs for membership and leadership development, school visits, political action, negotiations, and the writing of grievances and teacher evaluation appeals. The UniServ Director is also responsible for advising each local’s Small Donor Committee.

Essential (Tier 1) Attributes/Characteristics/Strengths:
- bachelor’s degree
- superior skills in organization, communication, collaboration and interpersonal relationships
- characteristics including initiative, drive, flexibility and engagement
- intrinsic willingness to be challenged and learn new knowledge and skills
- professionalism in appearance, judgement and tone
- knowledge of, or willingness to learn about, Colorado’s teacher evaluation system, fiscal challenges, political landscape, and charter/innovation school issues
- knowledge of, or willingness to learn, Robert’s Rules of Order
- ability to provide sound advice, then commit to governance’s chosen path
**Significant (Tier 2) Attributes/Characteristics/Strengths:**
- experience in public education, such as working in a school district
- association experience preferred
- ability to begin work on August 1, 2017

**Compensation and Competitive Benefits:**
- starting annual salary of $68,000 to $96,000, commensurate with experience
- annual health/dental/vision/life insurance stipend, paid monthly
- annual car allowance stipend, paid monthly
- annual retirement contribution, paid monthly
- paid vacation, sick, and personal leave days
- one-time negotiated moving expenses for a new employee who must relocate for this position

**Application Process:**
A letter of interest, resume with 4 references, and the CEA Application Form must be received by ALUU’s Christine Forbes by 5:00 p.m. on Thursday, June 29, 2017. The form is available by request, by emailing cforbes@coloradoea.org. Applications may be submitted by mail or electronically, as follows:

If mailing: Christine Forbes  
Aurora-Littleton UniServ Unit  
2851 South Parker Road, Suite 1000  
Aurora, CO  80014

or

If emailing: [cforbes@coloradoea.org](mailto:cforbes@coloradoea.org)

**Other Information:**
- interviews will be held on Tuesday, July 11, and Wednesday, July 12, 2017, at the Colorado Education Association, located at 1500 Grant Street in Denver
- travel and lodging will be arranged by ALUU for out-of-town interviewees

The Aurora-Littleton UniServ Unit is an Equal Opportunity Employer, and encourages women and minorities to apply.