

Job Announcement  
**Teachers Union: Executive Director**

The **Montgomery County (MD) Education Association** is seeking candidates for the position of executive director.

MCEA represents nearly 13,000 teachers and other professional educators in the Montgomery County Public Schools system in suburban Washington D.C. MCEA is one of the 15 largest local teachers unions in the nation, and is an affiliate of the National Education Association. We are a progressive union committed to educational excellence and social justice, and believe the future well-being of our members and community depends on the success of our schools. For more information, go to [www.mceanea.org](http://www.mceanea.org).

**Position Description**

MCEA's Executive Director is responsible for working with staff, governance and members to build and sustain an effective organization that motivates members to positive, collaborative and meaningful action to improve public education. The ED's work involves:

- Promoting the purposes of the Association as stated in its governing documents and policies
- Coordinating assigned areas of the work of the organization to achieve the stated organizational goals; including organizing, training, and leadership development.
- Administering the business of the Association, supervising, coaching and evaluating personnel and maintaining the office, and all records and files.
- Serving as the Chief Negotiator and Chief Administrator of contracts with the MCPS Board of Education, as so directed by the Board of Directors.
- Assisting in preparing the annual budget and maintaining financial records.
- Working to establish and maintain a professional image of the teaching profession on the local, regional, state and national levels in public relations activities.
- Managing the functions and offerings of the Center for Teacher Leadership
- Implementing and evaluating programs, and recommending staff and member assignments within program areas.
- Working with the President and the Board of Directors in the development of leadership skills, dispositions and practices throughout the organization.
- Building the capacity of the organization to engage in effective collective action to improve schools and public education.

**Desirable Qualifications and Skills**

- Experience in managing and evaluating organizing programs
- Experience in supervision, coaching and evaluation of personnel
- Experience in budget development and fiscal operations
- Experience in relational organizing and the use of one-on-one relational meetings
- Commitment to working as part of a team focused on leadership identification, coaching, member engagement, and building level organizing
- Strong coaching, training and interpersonal skills
- Highly self-motivated, with demonstrated ability to exercise independent judgment and initiative
- Skilled at developing and implementing organizing plans
- Knowledge of current issues in public education and teacher unionism
- Understanding of, and support for, authentic labor-management collaboration
- Skill and creativity in the use of social media in advocacy campaigns
- Demonstrated expertise in verbal and written communications

**Responsibilities**

- Manage the day-to-day to operation of the office and organization
- Plan strategically for both short-term and long-term organizational goals
- Serve under the direction of the President and the Board of Directors.
- Oversee and be responsible for the maintenance of an up-to-date membership process and record-keeping.
- Speak for the Association within the parameters of Association policy.
- Assist the President in the preparation of agendas for all meetings.
- Assist the Treasurer in his/her duties.
- Assist in preparing the annual budget and maintaining financial records.
- Manage communication and publication under the policies of the Association.
- Coordinate assigned areas of the work of the organization to achieve the stated organizational goals; including organizing, training, and leadership development.
- Seek outside funding and partnership opportunities aligned with MCEA organizational goals.
- Fulfill such other duties and responsibilities as may be assigned by the President.

**Compensation**

MCEA provides a comprehensive benefits package including medical, dental, vision and prescription drug coverage, retirement savings plan, and long-term disability insurance.

**Application Process**

Interested candidates should send a resume and cover letter to:

Search Committee, MCEA  
12 Taft Court  
Rockville, MD 20850  
or electronically to [mneal@mceanea.org](mailto:mneal@mceanea.org).

Deadline for receipt of applications is Friday, August 5, 2016.