



OHIO EDUCATION ASSOCIATION

## **Regional Director – Field Operations**

Region 3

The Ohio Education Association (OEA) is seeking qualified candidates for the position of Regional Director – Field Operations in Region 3 (Findlay and Middleburg Heights Offices). As a member of the OEA Management Team, the Regional Director works collaboratively to lead the development, alignment and implementation of operational strategies and organizational systems that expand the capacity of the OEA staff to deliver high quality programs and support to its affiliates and members.

### **ESSENTIAL FUNCTIONS**

- Directly supervise an assigned team of Professional and Associate staff employees located in designated field offices and ensure that high quality programs and assistance are provided to the OEA's affiliates and their members that are aligned with and successfully integrated into organizational operations.
- Focus assigned staff on: (a) building affiliate capacity by assisting and encouraging local leaders to develop highly effective local affiliates; (b) building their own capacity as professionals to achieve the OEA's mission; and (c) identifying and sharing best practices, in order to more effectively serve the OEA's affiliates.
- In collaboration with other OEA managers, ensure that assigned staff are aware of all responsibilities associated with their positions, are issued clear performance expectations and performance feedback, and perform at satisfactory levels.
- Support the growth and success of staff through coaching, mentoring and skill development through creative means as well as offering access to training when appropriate to assist staff in meeting professional and organizational goals.
- In collaboration with assigned staff, focus on promoting the development, alignment and operational implementation of the OEA's organizing strategies and supporting systems that expand the capacity of the OEA to achieve its mission.
- In conjunction with the assigned staff, lead the development of highly effective local affiliates and local programs that are aligned with the OEA's strategic priorities.
- In collaboration with other managers, assist in the development, alignment and implementation of a coordinated operation that supports the achievement of the OEA mission and strategic goals.
- In collaboration with the appropriate OEA managers and staff, participate in the development of the OEA budget for the field operations and manage the expenditures for the assigned region and areas of responsibility.
- Provide leadership and advice to assigned staff regarding the resolution of operational problems that align with the OEA strategic priorities, governing policies, core values, budget, and staff contracts.
- In collaboration with the other field managers, participate in the development of and oversee implementation of the OEA field programs with a strong focus on identifying the needs of as well as supporting, engaging and empowering affiliates and their members.
- Serve as a member of the OEA's management team and perform such management, supervisory, and administrative functions as may be assigned.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Education, Experience and Training:**

- Bachelor's degree in education, labor relations, public administration or a related field; Master's degree or other advanced degree preferred.
- Demonstrated success in conflict management, collective bargaining, group facilitation and community/labor organizing.
- Experience in a management or supervisory role.
- Experience as a staff member within an Association required.

### **Required Knowledge, Skills, Ability:**

- Proficiency in planning and coordinating activities and interactions within OEA for the purpose of increasing the capacity of OEA staff and members to achieve the organization's priorities, policies and goals.
- Working knowledge and understanding of governance structures and operations.
- Demonstrated effectiveness in supervision, coaching and developing staff, decision-making, negotiations, policy analysis, team building practices and financial management.
- Proven ability to align policy with organizational strategy and initiatives including collaborating with managers, staff and other stakeholders to develop and implement programs and policies as well as advocate on behalf of members.
- Ability to provide leadership, take initiative and delegate appropriately while managing organizational priorities.
- Ability to maintain utmost level of discretion, work independently and take initiative in a dynamic environment.
- Ability to collaborate effectively and build relationships internally and externally.
- High proficiency in exercising good judgment and attention to detail.
- High performance standards of excellence and personal integrity.
- Demonstrated ability to communicate effectively both verbally and in writing with diverse audiences
- Commitment to union principles and values and ability to work in a unionized environment.
- Ability to develop, conduct and assess effectiveness of presentations and training for groups of staff, members or others in the community.
- Ability to work occasional varied or extended hours.
- Ability for occasional overnight travel as well as travel to conference locations.

### **About OEA**

The OEA represents more than 122,000 teachers, faculty members and support professionals who work in Ohio's schools, colleges and universities to help improve public education and the lives of Ohio's children. OEA members provide a wide range of professional education services in communities throughout the state.

Our members teach in kindergarten classrooms, high school labs and university halls. They counsel adolescents and help students carve out career aspirations. We coach athletes and transport students to and from the schools and extra-curricular events. We provide professional services to benefit students, schools and the public in virtually every position needed to run Ohio's schools.

OEA members are dedicated to children and public education. OEA's mission is to lead the way for the continuous improvement of public education while advocating for our members and the students we serve. We always have, and always will, work to that end. Through OEA's more than 150-year history OEA members have been involved in every struggle and effort to advance the finest of America's dreams: a quality public education for every child.

OEA has been working to make schools better and improve public education since 1847.

## **AUTHORITY AND RELATIONSHIPS**

Serves as a member of the Management Team. Reports to the Assistant Executive Director – Field Operations. Acts on behalf of the AED – Field Operations to convene meetings, request progress reports and information, and facilitate the assignment of responsibilities and tasks to ensure the delivery of high-quality programs and support to the OEA and its affiliates. Supervises assigned Associate and Professional staff and daily operations as required.

### **BENEFITS OVERVIEW AND APPLICATION INFORMATION**

This position is exempt from the bargaining unit. Salary is commensurate with experience. Fringe benefits include paid vacation, sick leave, health insurance, paid holidays and retirement plans, including 401 (k).

For consideration, please submit a letter of interest and resume to OEA Human Resources, [hr@ohea.org](mailto:hr@ohea.org) by the close of business **November 9, 2019**.

View the OEA website [www.ohea.org](http://www.ohea.org) for more information about OEA.

**The OEA is an Equal Opportunity/Affirmative Action Employer.**