



## Poway Federation of Teachers

### **JOB DESCRIPTION: PFT Director**

Directors must sign a contract which is renewed annually and subject to approval of the PFT Executive Board and PFT President. Directors serve at the discretion of the President and Executive Board and they reserve the right to terminate the Director.

#### **JOB TITLE:**

Director

#### **ORGANIZATIONAL UNIT:**

Poway Federation of Teachers

#### **REPORTS TO:**

President of Poway Federation of Teachers

#### **SALARY:**

The current compensation for the Director will be pro-rata based on an eight-hour workday and 208 day work year, using Column and Step E-25 of the Certificated Salary Schedule of the Bi-Lateral Agreement between the Poway Unified School District and the Poway Federation of Teachers.

### **JOB SUMMARY/ ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The PFT Director's primary duty is to manage and direct the daily, ongoing responses to individual employment related problems and school issues and topics of teaching or student learning. These activities are carried out under the direction of the PFT President and Executive Council of the PFT. These duties and responsibilities may include, but are not limited to the following activities:

- Present at all PFT Representative meetings
- Present at all PFT Executive Council meetings
- Working with office staff to oversee that the PFT website has current information posted
- Be available to work unplanned and extended hours, including evenings and weekends
- Overall understanding, interpretation, and administration of the Collective Bargaining Agreement, as it relates to employment related matters and the grievance procedure for resolution and administration of such procedures
- Development and enhancement of positive Labor relations with teachers, and both site and district administration which may include:
  - Meetings with teachers at school sites to provide information on current relevant issues relative to their employment
  - Teacher training and management of site UBC
- Counsel teachers on personnel issues and assist teachers in resolving problems at site and District levels
- Oversee fact-finding process and provide input, when necessary, to investigations for site grievances and employee disciplinary issues
- Assist and/or prepare employee responses to management when unit members are involved in District disciplinary matters
- Retain legal counsel to the degree necessary when employment related matters arise
- Assume leadership role on PUSD/PFT IBPS committees including but not limited to: negotiations, teacher staffing, teacher transfer, leave options, insurance, special education and teaching and learning or other committees as directed
- Assist PFT Executive Council in PFT Budget development, the creation of basic financial reports, and management of required filings and financial records
- Gather, organize, manipulate, and interpret numerical data to monitor class size, staffing, PUSD budget, True Up, etc.
- Represent the union with the District in all areas of Student Learning
- Conduct and lead committees, task forces, and other union or union/management groups responsible for topics of teaching or student learning that may include:
  - Coordinate National Board Certification program and manage paperwork for district disbursement of funds for assessment fees and application to the CA State Subsidy program
  - Coordinate and lead PLAB/TLC Governing Board meetings and ensure all proposals and governing board decisions are consistent with the guidelines spelled out in the TLC Resource Guide

The PFT Director will also generally be expected to perform some of the following services with some assistance from the CFT field representative as needed including but not limited to:

- a. Designing and running internal membership drives and agency fee campaigns.

- b. Designing basic flyers and writing basic campaign literature.
- c. Designing and conducting contract surveys.
- d. Writing contract language.
- e. Negotiating collective bargaining contracts using traditional and non-traditional formats and models.
- f. Analyzing budgets (with some assistance from the CFT Research Department).
- g. Filing grievances and unfair labor practice charges, representing members at hearings, with assistance from legal counsel, as necessary.
- h. Assisting in get-out-the vote and related political activities.
- i. Assisting locals in compliance with national and state affiliate constitutional obligations.
- j. Troubleshooting, brainstorming and assisting the local in day-to-day activities.
- k. Advising the local on grievances, arbitrations, negotiations, budgets and concerted activities.
- l. Conducting training sessions for the local members.

### **INTERACTION:**

The Director has extensive contact with the teachers, administrators, the PPAP Program Director, and District Personnel and Management. The Director works in collaboration with all District organizations.

### **REQUIREMENTS:**

#### **Education/Experience:**

- California Teaching Credential
- Tenure with Poway Unified School District
- Five years successful teaching experience with Poway Unified School District
- Member in good standing of Poway Federation of Teachers
- Experience in leadership roles and breadth of teaching experience is desirable but not required.
- Ability to read, interpret and understand California Ed Code employment law, and PUSD Board Policy
- Ability to read and interpret union contracts
- Ability to lead and/or facilitate groups of professionals comprised of both management and teachers as they decide professional issues
- Working knowledge of Microsoft Word, Excel, email, and presentation tech tools preferred
- Excellent written and oral communication, interpersonal and project management skills
- Must have a thorough knowledge of K-12 Education
- Must be willing to read and understand current literature in educational issues
- Must be able to lead and conduct meetings that are efficient and direct
- Must be articulate and able to represent the interests of the union in discussions or negotiations with management.

#### **Knowledge, Skills, and Abilities:**

A Director must represent the highest standards of the profession and possess a strong educational philosophy. Possess exceptional interpersonal skills with the ability to earn the confidence and respect of a wide variety of teachers, and a wide range of District personnel. Ability to listen, facilitate growth and reflection, and attend to the teacher while providing honest and open feedback. Highly organized, and the ability to manage and prioritize multiple tasks simultaneously. Strong initiative and ability to work autonomously with little supervision. Possess problem solving skills and the ability to identify possible solutions. Reflective and demonstrate flexibility with a strong desire to learn and accept new challenges. Excellent writing and grammar skills are required.

### **PHYSICAL DEMANDS (but not limited to):**

Must be able to perform administrative duties while working in an office environment, sitting most of the day to: listen, see, talk, and use a computer. Repetitive use of hands (writing and typing) is required. Must be able to lift and carry (briefcase, laptop computer, and occasionally resources) 10 – 15 pounds on a regular basis. The Director must be able to drive from one school site to another and walk school campuses daily and consistently. The Director must be able to effectively manage high-pressure work demands, with multiple shifting priorities, and be available to work unplanned and extended hours, including evenings and weekends.

### **WORK ENVIRONMENT:**

This position requires time in the classroom environment, office environment and traveling between school sites.