



EXECUTIVE DIRECTOR

GENERAL SUMMARY

This position works as an independent contractor with the Association and is responsible for leading the organization, representing the organization to Districts and ESD's across the state, and arranging and presenting workshops and classes to educate school administrators about bargaining and current trends or changes in the legislature that could affect collective bargaining for school districts.

ESSENTIAL FUNCTIONS

1. Present on bargaining/bargaining trends/etc. to Districts, ESDs, and at state-wide meetings.
2. Keep up-to-to date with bargaining trends and issues from year to year for the purpose of helping member districts prepare for negotiations.
3. Establish effective relationships with other education groups such as WASA and WSPA.
4. Prepare newsletters and bulletins for member districts
5. Provide advice and support to Districts via phone, email, and Zoom.
6. Work to advance the organization within the education community.
7. Performing other duties as required.

REPORTING RELATIONSHIPS

This position reports to the ERNN Board of Directors.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

REQUIRED QUALIFICATIONS

1. Thorough knowledge of school administration.
2. Ability to compose effective member bulletins/newsletters.
3. Ability to create and deliver presentations about bargaining for specific audiences.
4. Ability to work with the Board to meet their goals for the organization.
5. Extensive knowledge of the bargaining process, including legal requirements, strategies, management of the process, and impacts to District's budgets.
6. Ability to maintain effective working relationships with school administrators, other organizations, and state agencies.

DESIRED QUALIFICATIONS:

1. Minimum five years of experience as a school administrator.
2. Minimum five years of experience as a labor negotiator.
3. Trained in both traditional and interest based bargaining

Required Knowledge, Skills, and Abilities

Ability to manage time under stressful conditions. Must be knowledgeable of state and federal regulations related to employment, k-12 education, public sector negotiations, and the like. Must possess organizational abilities and the ability to follow through with details.

Allowable Substitutions

Such alternative to the above qualifications that the Board may find appropriate and acceptable.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Developed / Revised October 2022

NON-DISCRIMINATION STATEMENT: ERNN will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.