



Teachers Association of Baltimore County is affiliated with both the Maryland State Education Association (MSEA) and the National Education Association (NEA). TABCO is a union and professional association headquartered in Towson, Maryland representing more than 9,100 educators and school employees working in Baltimore County Public Schools. TABCO is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

**JOB SUMMARY:** The UniServ Director (UD) organizes members and potential-members in the field, intakes formal grievances, handles informal grievances, provides counsel, advice, and representation to members. This position is responsible for working with TABCO leaders to improve and enforce the collective bargaining agreement, and for assisting individual members with problems related to working conditions. This UD may be assigned to support committees within TABCO.

#### **DUTIES & RESPONSIBILITIES:**

- Promotes and works for the implementation of and adherence to the policies and programs adopted by TABCO.
- Visits schools and worksites with high regularity.
- Coordinates and trains member advocates.
- Attends meetings of TABCO leadership in an advisory capacity.
- Proposes activities, programs, and objectives to TABCO consistent with the association's mission.
- Promotes member involvement in the local, state, and national associations and assists in the development and implementation of membership promotion and retention activities.
- Plans, participates in, and serves as trainer for association programs and local affiliate leadership development activities.
- Works with committees as assigned.
- Works extended hours including weekends and evenings, when necessary, to perform assigned responsibilities.
- Performs other duties as assigned.

#### **Qualifications:**

- Baccalaureate Degree required.



- Five or more years' experience in labor relations or equivalent job experience required.
- Experience working with teachers, education support personnel, or public sector labor relations law and issues.
- Experience in negotiations, grievance processing, public relations, community organizing, political action, school finance, and education reform issues.
- Demonstrated ability to exercise independent and expert judgment, initiative, and resourcefulness.
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action and initiative to implement corrective action.
- Demonstrated ability to perform duties with a high level of efficiency and accuracy.
- Demonstrated ability to work independently within the association, with affiliates and outside organizations/agencies important to the accomplishment of association goals.
- Demonstrated ability to interact effectively and frequently with individuals and groups both inside and outside the association in moderately unstructured situations.
- Demonstrated ability in working with confidential data and maintaining confidentiality.
- Proficiency in verbal and written communication.
- Ability to maintain a valid US driver's license that complies with the State of Maryland.

**Compensation:**

Salary is very competitive and linked to a collective bargaining agreement.

Interested applicants should submit a resume and cover letter with three references to the TABCO President, Cindy Sexton at [CSexton@mseanea.org](mailto:CSexton@mseanea.org).

TABCO is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at TABCO are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.