

**Job Title:** UniServ Specialist - Director of Education Policy and Professional Practice  
**Department:** Education Policy and Professional Practice  
**Reports To:** Manager of Education Policy and Professional Practice  
**FLSA Status:** Exempt  
**Date Created:** April 20, 2018  
**Salary:** Per Negotiated Agreement

**ABOUT THE ALABAMA EDUCATION ASSOCIATION:**

Alabama Education Association (AEA) is the largest education association in the state of Alabama. AEA is an advocate organization that leads the movement for excellence in education and is the voice of education professionals in Alabama. Our mission is to promote education excellence.

Alabama Education Association provides legal assistance, professional development opportunities, great membership benefits, and a strong voice for education in the Alabama Legislature. AEA serves as the advocate for its members and leads in the advancement of equitable and quality public education for Alabama's diverse population.

**POSITION SUMMARY:**

Education Policy and Professional Practice (EPPP) Director is an AEA professional staff position. An EPPP Director is responsible for any and all education policy and professional practice functions that advance programs and promote goals of local associations, the AEA, and the NEA.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops innovative programs to engage members in the Association's Teacher Quality, Education Policy and Practice, Human and Civil Rights, Community Advocacy and Partnership Engagement, and Student Program initiatives.
- Monitors and participates as AEA staff representative in activities and meetings of the State Department of Education (SDE) and State Board of Education (SBE) and collaborates with members of the SDE and SBE on matters regarding education policy and practice.
- Plans and facilitates state and regional professional learning conferences and online professional learning activities for members to earn required professional development credits for certification continuation.
- Initiates creative and innovative professional learning activities to increase early career educator engagement in the Association and the profession.
- Develops and implements strategies, in collaboration with local campus advisors, for student/early career educator recruitment and retention in Alabama's state-approved educator preparation programs and the profession.
- Coordinates programs and activities of the Student Alabama Education Association (SAEA) and Future Teachers of Alabama (FTA).
- Collaborates with stakeholders to implement National Board for Professional Teaching Standards initiatives and build capacity for Accomplished Teaching in Alabama public schools.
- Facilitates programs and activities of the Association of Classroom Teachers (ACT) Division.
- Serves as consultant to committees, commissions, and/or other bodies as directed.
- Assists in preparation of written and verbal communications on education policy and practice issues.
- Provides professional learning opportunities for members in local Association and/or local school district meetings and activities.
- Provides assistance and information about professional issues to UniServ Directors, legal staff, AEA Network Attorneys, and/or individual members.
- Attends and participates in national, regional, state, and/or local meetings pertaining to education policy and practice as directed or authorized.
- Develops and performs training on national and state issues relating to education policy and practice.
- Performs other duties as assigned by the Education Policy and Professional Practice Manager and/or the AEA Executive Director.

**QUALIFICATIONS/REQUIREMENTS:**

An individual should have the qualifications identified below to perform the essential functions of this position.

- Bachelor's degree, advanced degree preferred
- Demonstrated ability to develop, implement, and coordinate effective teaching and learning activities, resources, and initiatives for education policy and professional practice and educational/instructional leadership
- Exhibited knowledge of current, cutting edge instructional and leadership strategies and practices
- Demonstrated proficiency in the use of existing and emerging learning management systems and virtual conferencing platforms for developing and leading professional learning activities
- Effective consulting, training, facilitating, and presentation skills
- Ability to work independently and in a collaborative/team environment

- Strong written and verbal communication skills and attention to details
- Good reading and research skills

**PHYSICAL REQUIREMENTS:**

- This position requires statewide, regional, and national travel.
- A valid Alabama driver's license is required.
- This position requires the abilities to speak, hear, see, and lift small objects up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by the individual (s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.