



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: Deer Valley Education Association (DVEA) President

Position Type: Certified	Department: Human Resources
Salary Schedule: Certified	Reports to: Deputy Superintendent of Human Resources
Salary Range: N/A	Location: District Office
Term of Employment: 9 months	Date: July 1, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the District's goal to commit to preparing today's youth for tomorrow's challenges by working collaboratively with the District on issues of mutual concern.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides communication with campus leaders, teachers, administrators, and community, which contributes to positive working relationships, and informs teachers, administrators and Board members of potential problems.
- Attends school Board meetings as spokesperson for the teachers.
- Assists teachers in their awareness of procedures and in following these procedures.
- Confers with District administrators and Board members on critical areas of concern to teachers.
- Meets with District Administration to address interests of mutual concern.
- Attends numerous campus and District committee meetings after the regular school day and in the evening.
- Appoints certified staff to numerous District committees including curriculum, boundaries, budget, bond, salary and EL, interview, evaluation, technology, school within a school, Sage, discipline, calendar,

Negotiated Solutions Team (NST), performance pay, textbook adoption override, professional development, mentoring, addenda, and comparability.

- Trains certified staff to resolve issues using an interest-based process, facilitate grievances and problem solving on individual campuses.
- Advises certified staff on employment matters and how to handle job related problems.
- Assists certified staff and the District Administration in fact finding inquiries.
- Trains certified staff on District policies and procedures, keeps certified staff apprised of legal issues and assists in collaborative training and interest-based process.
- Assists in the processing of grievances.
- Seeks information from a variety of sources on areas of concern to teachers.
- Represents members of the bargaining unit in hearings and in areas of concern.
- Must meet any additional specific job requirements as indicated by the Governing Board.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the Governing Board.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Recommends and completes realistic goals and objectives where appropriate.

- Recognizes and recommends alternate approaches and potential solutions to problems.
- Follows through on details and decisions.
- Utilizes appropriate district policies and procedures.
- Prepares and coordinates necessary schedules and activities.
- Works with appropriate administrator to improve department functions through staff development.
- Makes clear, well-defined decisions, and communicates those decisions to the appropriate people.
- Assesses needs and recommends improvement for the department.
- Actively continues education and memberships in professional organizations that will promote continued growth.
- Communicates effectively with the immediate administrator/supervisor and other administrators.
- Communicates effectively with departmental staff.
- Communicates effectively with all district personnel.
- Is accessible to school personnel, parents, and community.
- Responds promptly to questions and requests and seeks assistance when appropriate.
- Develops positive working relationships with school staffs, district office staff and the Governing Board.
- Works effectively with parent groups.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a valid Arizona Teaching Certificate.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree (B.A.) from a four-year college or university.
- Minimum of three years teaching.
- Prior leadership experience preferred.
- Experience in negotiations preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.