



Teachers Association of Long Beach, CTA/NEA

4362 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807-2818

TELEPHONE: (562) 426-6433 • FAX: (562) 424-9352

Web Site: www.talb.org

Announcement of Vacancy ***Position: Assistant Executive Director***

The Teachers Association of Long Beach (TALB) is the exclusive bargaining representative for PreK-12 and CDC/Head Start teachers, Counselors, Speech Language Pathologists, Psychologists, Nurses and Librarians. The bargaining unit comprises approximately 3,700 members in the Long Beach Unified School District. TALB is the fourth largest urban association in California and is an affiliate of the California Teachers Association (CTA) and the National Education Association (NEA).

TALB is a local-option chapter that currently employs a full-time released president, an executive director and two field service specialists.

The applicant needs to possess skills in bargaining, contract maintenance, grievance, complaint processing, labor and organizational development issues. Knowledge of current educational issues and political action experience are also essential elements needed in this assignment. Excellent oral and written communication skills are necessary in this assignment.

Duties and Responsibilities

- Provide staff assistance and service as consultant to TALB leadership and to members in negotiations, grievance, organizational development and communications.
- Serve as a consultant and staff resource to the TALB Board of Directors
- Create TALB publications and handles public relation duties.
- Consultant to TALB committees.
- Protect members' professional and legal rights.
- Promote membership and increase membership involvement.
- Facilitates shared decision making and school site council workshops.
- Organize members and the community to improve education and working conditions.
- Utilize political action to promote public education and to elect pro-public education candidates.
- Assist in identify and training association members for association leadership.
- Implement TALB policies and procedures and assist the Executive Director in all duties and responsibilities.
- Perform such other duties as may be assigned by the Executive Director and the President.

Qualifications

- A BS/BA or higher degree.
- Experience with and/or broad understanding of labor organization programs and services at local, state and national levels.
- Demonstrated leadership ability in working with professional groups.

- Demonstrated organizing, negotiating and coordinating skills necessary to successfully complete complex group projects and activities.
- Ability to use Microsoft Office products (Word, PowerPoint, etc.) and learn programs necessary to support chapter bargaining, organizing, and communications.
 - Familiarity with social media; Twitter, Instagram, Facebook, TikTok, etc.
- Demonstrated ability in written and oral communications in hard copy, digital and social media.
- Experience and commitment to team approaches, to service delivery, and willingness to share responsibility for chapter services with colleagues.
- Broad understanding of the critical issues and problems facing public schools and the teaching profession in California.
- Valid California Drivers License.

Salary and Fringe Benefits

- Starting salary ranges from \$104,000.00-\$132,000.00
- Fringe benefits: Health, Dental, Vision, Income Protection, Life Insurance, Expense Account, Auto Allowance, Conference and Travel Expenses, 23 vacation days annually plus holidays, and 12 Sick Leave days annually.
- California Teachers Association Staff Retirement Plan

Resume and References

Applications may be filed up until June 7, 2023 @ 5:00 p.m.

Chris Callopy, Executive Director
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Applicants must list at least three (3) references. All applicants are requested to have references sent directly to Chris Callopy, Executive Director, by the person writing the letter of recommendation.

Timelines (Tentative)

Applications will be accepted from May 19, 2023 through June 7, 2023 @ 5:00 p.m.

Paper screening and candidate notification of interview will be ongoing through Friday, June 9, 2023.

Interviews will be held Tuesday, June 13, 2023.

Expected employee start date: July 1, 2023.

**TALB IS AN EQUAL OPPORTUNITY EMPLOYER
and does not discriminate on the basis of race, religion,
color, sex, age, sexual orientation, national origin, or disability.**