

Executive Staff Officer Position Description



PURPOSE:

Reporting to the President, the two Executive Staff Officers will work with the Executive Committee of Calgary Public Teachers and the Alberta Teachers' Association (ATA) in providing advice and assistance to members of Local 38. These positions will play a hands-on role in providing member support through education, information and research, informing the collective bargaining process, being the first point of contact for member complainants related to the collective agreement, liaising with professional organizations, collaborating on the strategic planning process, and contributing to various committees within Local 38.

RESPONSIBILITIES AND ACTIVITIES:

1. Member support (70%)

- Providing full-cycle advice and assistance to members; including receiving calls, responding to inquiries, recommending solutions, identifying process requirements, conducting research, reporting on status, outlining next steps and following up.
- Preparing communications on matters related to collective agreement and contract issues.
- Referring members to the ATA, as appropriate, for advice.
- Sharing information and providing education on various topics.
- Providing information sessions and presentations to members: maternity leave, new teacher orientation, etc.
- Researching and evaluating emerging trends, issues and needs of members, local and provincial policy, professional development and other related matters.
- Advising on matters related to grievance procedures.
- Providing representation for members in Return to Work and Medical Accommodation meetings.

2. Committee liaison (10%)

- The role of non-voting general secretary is filled by either of the ESOs for: Teacher Welfare Committee (TWC), Negotiating Sub-Committee (NSC), Communications Committee, Resolutions Committee, and Strategic Planning & Research Committee (SPARC).
- Serving as a non-voting member for: Executive Committee, Table Officers Committee, the Council of School Representatives.
- Either of the ESOs shall serve as a non-voting member for: Liaison Committee, Substitute Teachers' Group (STG), CBE Joint Worksite Health & Safety Committee, various Collective Agreement Committees and the Health and Wellness Committee.
- Attending committee meetings as requested: Finance, Scholarship, Election & Resource, Professional Development, Political Action, Learner Diversity & Equity, Constitutional Interpretation, and Hospitality.
- Providing advice and assistance to committee/committee members and researching topics as the need arises.

3. Bargaining or Communications/Strategy Support (5%)

Each ESO may be allocated one of the following two portfolios:

Bargaining

- Recommending collective bargaining strategies, goals and/or objectives.
- Negotiating collective bargaining agreements and presenting the position of Local 38 in preparation for negotiations.
- Communicating newly bargained collective agreements.

Communications & Strategy

- Provide advice and assistance to Local committees in the development and implementation of communication plans and strategic initiatives
- Coordinate the planning of annual Executive/Strategic Planning Retreats
- Administer the Local's strategic plan and strategic action implementation plans
- Co-manage the social media accounts of the Local
- Co-manage the web presence of the Local
- Coordinate the administration of member surveys as required

4. Support to the President and Executive Committee (10%)

- Advising the President and Executive Committee regarding emerging trends, issues and needs of members, professional development and other related matters.
- Attending the Annual Representative Assembly and providing subject matter expertise regarding Local 38 policies and procedures, as required.
- Keeping the President and Executive Committee apprised of day-to-day work status (e.g., grievances, themes of inquiries, etc.) and any political implications.
- Providing support for Executive, Table Officers (President, Past President, Vice Presidents, Treasurer), and committee chairs.

5. Other duties (5%)

Each ESO may be allocated one of the following two portfolios:

- Member Emergency Assistance Fund (MEAF)
 - Oversee the administration and processing of the MEAF.
 - Establishing and maintaining procedures to ensure accuracy of member requests.
 - Ensuring the safekeeping and confidentiality of records.
 - Presenting the member request to the Member Emergency Fund Committee
 - Communicating and recording decision results regarding member requests.
 - Coordinating the execution of a cheque for all approved requests.
- Education Research Presentation Grant (ERPG)
 - Organize and manage grant applications quarterly
 - Present grant applications to the ERPG Committee
 - Communicate committee decisions regarding grant applications and provide procedural advice
 - Coordinate grants with the Business Manager
 - Maintain records of past applicants

Other duties include:

- Liaising with staff at other Local offices.
- Coordinating with the ATA (both the Southern Alberta Regional Office [SARO] and Barnett House) for complex cases and grievances.
- Reporting monthly to Executive and the Council of School Representatives on topics related to the Officer's duties and member support files.
- Preparing documents and reports.
- Research on various topics as directed by the President.
- Maintaining accurate filing systems and document management.
- Liaison with other interest groups (unions).
- Completing special projects and other duties as assigned.

SCOPE:

- Utilizes interpretation of legislation (i.e., Education Act, Personal Information Privacy Act [PIPA], Alberta Labor Relations Code, Public Education Bargaining Act, Teaching Profession Act, Occupational Health & Safety Code, Alberta Human Rights Act) and internal policies and procedures (e.g., Guidelines for Collective Bargaining, Central Table Bargaining Initial Proposal, Code of Conduct and Confidentiality)
- Educates and provides guidance to members and committees on the application of the collective agreement.
- Effectively communicates a range of information from standard to complex to a wide audience, including those not familiar with collective agreements and grievance procedures.
- Applies judgement/independence on collecting and analyzing data, preparing reports and presenting recommendations.
- Issues out of established policies, procedures or legislation are reviewed and recommendations provided to the President.
- This position exhibits a strong commitment to public education in the execution of all responsibilities.
- This position has the authority to act as a secondary signing authority for Local 38 when required.
- Makes decisions in relation to the responsibilities accorded to the role in consultation with the President as needed.
- Apply rational and reasoned thinking to complex problems in an effort to provide members with a wide range of potential options to pursue, and act quickly and efficiently on the direction of members in the pursuit of problem resolution.
- Inform and consult with the President on matters relating to administration of the Local and matters that have a substantial impact on a broad portion of the membership.
- Use diplomacy and build strong working relationships with Calgary Board of Education Senior Administration and other school board personnel.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The position operates within an office environment with a moderate level of noise.

While performing the responsibilities of this position, the employee is required to speak, hear, sit and use hands and fingers to handle, touch and feel. The employee is required to stand, walk, reach and carry with arms and hands, bend, stoop or kneel, must be able to lift up to 20 kilograms. Visual abilities required by this job include close vision and extended periods of time working on a computer/at a computer desk.

This position will be navigating through difficult/complex situations where emotions may be high and the employee must be able to maintain a professional demeanor while engaging with members from a diverse range of backgrounds.

This position requires regular attendance at meetings/presentations outside of normal business hours (evenings/weekends).

This position requires travel within the local area for meetings and occasional travel to Edmonton.

KNOWLEDGE, SKILLS, ABILITIES, EDUCATION & EXPERIENCE:

- Bachelor's degree in Education or a related field. Working towards completion of a Master's degree would be considered a strong asset.
- Valid teaching certificate in Alberta.
- Minimum five (5) years of teaching experience. School/Board administrative experience would be a strong asset.
- Experience in reading, interpreting and analyzing collective agreements and the collective bargaining process in the educational sector.
- Ability to apply a high degree of impartiality, sound judgement and transparency in day-to-day work.
- Experience in Microsoft Office applications. Proficiency in social media and graphic design applications would be considered an asset.
- Strong communication and presentation skills.
- Critical thinking skills.
- Conflict management experience and ability to display empathy.
- Knowledge of local and provincial organization structures, policies and procedures is considered an asset.

CONTACTS:

Who	Frequency	Nature and Purpose
Staff	Daily	Responding to inquiries, asking questions, seeking clarification.
Members	Daily	Receiving and responding to inquiries, status updates, seeking clarification, providing advice and recommendations, presentations.
Committees	Weekly	Participating in the work and projects of committees; providing support to committee chairs
ATA Southern Alberta Regional Office (SARO)	As necessary	Coordination of information related to more complex member files and grievances.
Subgroups/Locals	Annually	Contact with other subgroups/Locals at the direction of the President - typically involving large, multi-Local projects
CBE Human Resources	As necessary	Contact to help resolve member problems and concerns
Schools	As necessary	Presentations to groups of staff members as requested; Contact with school administration related to resolution of member issues
School Boards	Quarterly	At the direction of the President

Alberta Teachers' Retirement Fund (ATRF)	Quarterly	Contact related to the resolution of member issues
Alberta Education	Annually	At the direction of the President
ATA Elected Officials	Monthly	Coordinating or participating in projects or initiatives
Teachers Employer Bargaining Agent	As necessary	At the direction of ATA Teacher Employment Services
General public (e.g., parents)	Annually	Occasional calls from members of the public related to the collective agreement
Other interest groups (i.e. unions)	Monthly	Participate in consolidated union group meetings
Legal Counsel	Only as permitted by Teacher Employment Services	TES will inform the ESO when their input is required from Legal Counsel.

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