
The Alberta Teachers' Association Local 38
invites applications for the position of

EXECUTIVE STAFF OFFICER

Location: Calgary

Commencement: February 2019 (or otherwise negotiated)

Reporting to the President, the Executive Staff Officer will work with the Executive Committee of Calgary Public Teachers Local 38 and the Alberta Teachers' Association (ATA), and work very closely with one other Executive Staff Officer in the local.

The position of Executive Staff Officer will play a hands-on role in providing member support through the following: education, information sessions and presentations; researching and evaluating emerging trends and the needs of members; informing the collective bargaining process; guiding member complainants through the grievance process; liaising with professional organizations, the offices of other locals and the ATA; collaborating on the strategic planning process; overseeing the administration and processing of the Member Emergency Assistance Fund; and contributing to various committees within Calgary Public Teachers.

A proven commitment to public education; excellent skills in human relations; strong communication and presentation skills; and experience in reading, interpreting and analyzing collective agreements and the collective bargaining process in the educational sector are all essential requirements of this position. A minimum of five years of successful teaching experience in public education, a valid teaching certificate in Alberta and a bachelor's degree are also required. Working towards completion of a master's degree; school and/or board administrative experience; and knowledge of local and provincial ATA organizational structures, policies and procedures would all be considered as strong assets. Local travel and some evening and weekend work are necessary for this position.

Total compensation for this position includes a starting salary equal to 125% of the level six maximum of the salary schedule in the ATA/Calgary Board of Education Collective Agreement and a comprehensive benefits package. This position is eligible to participate in the Alberta Teachers' Retirement Pension Plan.

Letters of application, supported by a resumé and the names and contact information of at least two references must be received by 5:00 PM on **December 7, 2018**, and should be addressed to

Bob Cocking, President
Alberta Teachers' Association Local 38
212, 3016-5th Avenue NE
Calgary, AB T2A 6K4
E-mail: president@ata38.ab.ca

For a complete role description, please e-mail president@ata38.ab.ca.

The Alberta Teachers' Association Local 38 thanks all applicants for their interest; however, only those candidates selected for an interview will be contacted.