

# **Organizational Specialist – Professional Learning Maryland State Education Association – Annapolis, MD**

## **About MSEA:**

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing more than 74,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

## **Job Summary/Description:**

The Organizational Specialist for Professional Learning will serve as a team member under the direction of the Center for Affiliates and Advocacy designated manager. This position is responsible for developing, coordinating, and presenting Center for Professional Learning programs, workshops, and trainings to UniServ staff, local affiliates, association members, school improvement teams and other community groups.

This position will assist CAA management, staff and UniServ staff with the implementation of MSEA Center for Professional Learning programs and activities.

## **Responsibilities:**

- Coordinate school visits with the UniServ Director assigned to a local school. Promote Center for Professional Learning programs as a benefit of being a member.
- Work with UniServ staff to build an understanding and collaborate to accomplish goals and Center for Professional Learning objectives.
- Attend local/state/regional/national conferences, workshops, events and trainings that are relevant to school improvement, student achievement, equity in education, high quality mentoring, professional development and other programs to remain knowledgeable and aware of best practices and current research, as approved by the manager.
- Serve as an information source for UniServ staff, the state association, and local affiliates regarding matters pertaining to the Center for Professional Learning.
- Provide periodic updates, briefings and information about current education research, requirements for teachers to receive and renew professional credentials, quality professional development and other approaches for enhancing teacher/ESP quality and improving student performance for UniServ staff, Association officers, leaders, members, and managers, as requested.
- Coordinate and plan all arrangements for the presentation, delivery and follow-up of all workshops and presenters at the annual MSEA State Convention.
- Coordinate and plan all arrangements for the presentation, delivery and follow-up for the IPD Conference and the Early Career Educator Summit.

- Serve as liaison to the Instruction & Professional Development (IPD) committee. Assist the committee with carrying out the goals and charges as established by the MSEA Board of Directors.
- Utilize the resources of the Association to create and develop collaborative partnerships (at the local and state level) in support of MSEA's strategic plan, goals, objectives, and NBIs.
- Assist the Government Relations staff with the review of legislation as it pertains to education in Maryland for public school educators and students.
- Performs other duties as assigned.

**Qualifications:**

- Master's or Doctorate degree in education-related field preferred.
- Three-five years of experience working on local, state and or national education policy and education reform issues.
- Demonstrated ability to exercise independent and expert judgment, initiative and resourcefulness.
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action.
- Demonstrated ability to perform duties with a high level of efficiency and accuracy.
- Demonstrated ability to manage multiple projects in conjunction with other assignments.
- Demonstrated ability to work independently within the Association, with UniServ staff, affiliates, and outside organizations/agencies important to the accomplishment of Association goals.
- Demonstrated ability to interact effectively and frequently with individuals and groups both inside and outside the Association in moderately unstructured situations.
- Proven experience as a trainer, presenter and/or facilitator with a wide range of technical skills, principles, and practices.
- Experience and commitment to working in a team environment and the willingness to share responsibilities with colleagues.
- Demonstrated ability to influence, motivate or lead persons or groups in gaining compliance with Association objectives by persuasion or negotiation.
- Demonstrated ability to work with confidential data of major importance and maintain confidentiality.
- Demonstrated proficiency in verbal and written communication.
- Demonstrated ability to use computer programs such as Microsoft Office Excel, Outlook, PowerPoint, Publisher, and Word.
- Willingness and ability to work long hours, nights, and weekends and to travel statewide on short notice to assist with member issues and professional development as required.
- Has or able to obtain and maintain a driver's license.

**Desirable Additional Qualifications:**

- Broad understanding of the critical issues and problems facing the public schools and public school employees in Maryland.

- K-12 classroom teaching experience in public education.
- Broad experience/understanding of online professional learning practices.

**Application Procedure:** To be considered for this position, please download and complete an employment application on the career site of [www.marylandeducators.org](http://www.marylandeducators.org) and submit along with a cover letter and your resume to [careers@mseanea.org](mailto:careers@mseanea.org).