

## PROFESSIONAL STAFF VACANCY POSTING

**TO:** Local & Council Presidents  
Executive Board Members

**FROM:** Steve Preckwinkle, Executive Assistant  
Illinois Federation of Teachers  
P.O. Box 390  
Westmont, Illinois 60559

**DATE:** March 19, 2009

**POSTING:** FIELD SERVICE DIRECTOR POSITIONS (2)  
ONE (1) IN THE CENTRAL REGION ASSIGNED TO SPRINGFIELD  
REGIONAL OFFICE & ONE (1) IN THE NORTHERN REGION  
ASSIGNED TO LAKE COUNTY REGIONAL OFFICE

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As per the Illinois Federation of Teachers By-Laws Article V, I hereby post two (2) full-time professional staff vacancies for Field Service Directors, one (1) in the Central Region to be initially assigned to the Springfield Regional Office and one (1) in the Northern Region to be initially assigned to the Lake County Regional Office effective on or after June 15, 2009. Job qualifications and duties for these positions are listed in the attachments. Those interested in either of the above listed positions should understand that...

- (1) application is made by sending a letter and current resume to my attention at the above address no later than Friday, April 10, 2009;
- (2) a current staff member may be granted a voluntary transfer within the bargaining unit, which may cause a change in the region and/or office assignment of this vacancy;
- (3) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (4) interviewees will be selected from the application letters with current resumes received by the deadline;
- (5) initial interviews will be conducted in the IFT Westmont General Office;
- (6) employment will begin as per a mutual agreement between the successful applicants and the IFT.

Any questions regarding these vacancies should be directed to the attention of Lee Wilson, Director of Field Operations, in the Westmont General Office by mail at the above address, by telephone at 618/624-4373, or by fax at 630/468-4090 or by e-mail at [lwilson@ift-aft.org](mailto:lwilson@ift-aft.org).

Attachments: Job Qualifications and Main Functions

# ILLINOIS FEDERATION OF TEACHERS

## FIELD SERVICE DIRECTOR

### JOB QUALIFICATIONS

The successful candidate should possess the following:

1. Ability to speak and present before large audiences
2. Ability to persuade and motivate people
3. Ability to work independently
4. Experience in teaching or other education/public employment related positions
5. Experience in organizing union locals
6. Experience in negotiating union contracts
7. Experience in processing and advocating contract grievances
8. Experience in representing individuals & advocating their rights
9. Essential computer skills including word processing, spreadsheets and communications software
10. Willingness to work long hours, weekends and evenings on a regular basis
11. Willingness to drive long distances on a regular basis
12. Willingness to accept direction and change

### MAIN FUNCTIONS

A successful candidate will be expected to:

#### **I. ORGANIZE NEW IFT LOCALS**

- A. Identify and develop new locals or potential bargaining units
- B. Follow-up leads to new locals or units
- C. Speak before groups interested in IFT information
- D. Provide interested parties with IFT literature, brochures, etc.
- E. Design and initiate specific programs to build support for starting an IFT local

#### **II. BUILD MEMBERSHIP IN EXISTING IFT LOCALS**

- A. Assist in the development of local membership recruitment programs
- B. Assist locals with regular membership communications
- C. Meet on a regular basis with local leaders to help plan activities and build local programs
- D. Train local leaders to be effective in carrying out local programs
- E. Meet with groups to explain functions of IFT and AFT

**III. SERVICE LOCALS**

- A. Aid locals in drawing up and negotiating contracts
- B. Aid locals in handling grievances and arbitrations
- C. Help locals know and execute their rights and responsibilities under a collective bargaining law
- D. Encourage locals to get involved in AFT and IFT activities and programs
- E. Advise and assist locals on defense cases and follow IFT and AFT procedures on same
- F. Advise and assist locals on legislative and political action programs with the IFT Department of Political Activities
- G. Train local leaders in essential leadership functions
- H. Report on local activities to the IFT Communications Department

**IV. OTHER SPECIFIC ASSIGNMENTS**

- A. Work under the daily supervision and direction of the Director of Field Operations
- B. Attend IFT meetings and workshops
- C. Assist in IFT convention programs
- D. Assist in legislative activities
- E. Make monthly reports on activities
- F. Carry out assignments made by the Executive Board, president or secretary-treasurer
- G. Work on AFT assignments, outside of Illinois, as requested