



A Union of Professionals

Notice of Open Position

March 26, 2021

Job Title:	Assistant Director	Unit:	AFTSU
Job: Number	AOF-39-08-0321-V	Supervisor:	Manager, Philanthropic Engagement & Partnerships Manager, Educational Rights and Social Justice Initiatives and Policy
Department:	Educational Issues	Annual Salary:	\$111,482

Position Summary: The assistant director will work under the direction of the AFT manager of philanthropic engagement and partnerships and the manager for educational rights and social justice initiatives and policy with particular emphasis on community schools, extended learning time, integrated student supports, and early childhood education. This position will work collaboratively with various staff within and beyond the AFT educational issues department.

- Position Responsibilities:**
- Work with the AFT research & strategic initiatives department to help draft language and review collective bargaining agreements.
 - Re-establish an early childhood care working group with education members and leaders, who will serve as a national advisory committee to the AFT.
 - Cultivate the AFT’s Community Schools Network group: host monthly meetings, create an e-learning community and produce a regular newsletter; develop and source relevant tools and resources for members; and develop plan to advance the network’s efforts and increase the impact of our members’ voices.
 - Capture stories of work in the field to share on the educational issues department’s social media platforms and in the professional learning newsletter.
 - Provide support, training and necessary technical assistance to state and local affiliates around local, state and federation policy, advocacy, and school and district implementation.
 - Build capacity for professional development coursework focusing on early literacy and early numeracy for teachers and other educators in preK-3 settings.
 - Forge relationships with state and national organizations such as the National Association for the Education of Young Children, Zero to Three, Head Start Association, National Institute for Early Education Research, and the Children’s Defense Fund.
 - Highlight and document best practices of collaborative community school implementation and early childhood practices (i.e., labor-management-community) through blogs, case studies, toolkits, etc., for affiliates, partners, AFT staff and officers.
 - Coordinate virtual and in-person study visits for various groups of stakeholders, including state and local affiliates and, when appropriate, national partners.
 - Make presentations to affiliates and other groups, and represent the AFT at professional meetings and other external partner “tables.”
 - Other duties as assigned.

- Primary Knowledge, Skills and Abilities:**
- An advanced degree in early childhood education is desired.
 - Demonstrated knowledge of community schools policy and practice.
 - Significant experience in the area of early childhood care and education, with a demonstrated passion for teachers, child care workers and other educators, and a deep understanding of the challenges they face.

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- Proven track record as a results-oriented professional in early childhood care and education issues with a demonstrated zest for full team engagement.
- Understanding of collaborative leadership.
- Capacity to develop and sustain existing partnerships, and to convene networks of practitioners and national partners.
- Excellent written and verbal communication skills.
- Experience or understanding of the AFT and/or its affiliates is a plus.

Work Environment: Work is generally performed in an office environment and occasional travel is required. This position is based in Washington, D.C.

How to Apply: Applicants should submit a cover letter and resume to the director of human resources via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3525416.

Internal Posting Period: Internal posting period expires April 11, 2021. External applicants may be considered as of April 12, 2021.

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