



Date: May 2022
Title: Assistant in Educational Services
Department: Research and Educational Services
Location: NYSUT Headquarters, Latham, New York
Category: Professional Staff Association Category B
Salary: \$86,959

NYSUT- Who are we?

NYSUT is a statewide labor organization affiliated with more than 1,200 local unions, each representing its own members. NYSUT is affiliated with two national unions, the American Federation of Teachers (AFT) and the National Education Association (NEA). NYSUT represents more than 600,000 people who work in, or are retired from, New York's schools, colleges, and healthcare facilities, including teachers, teacher aides and assistants, college and university faculty and professional staff, school bus drivers, custodians, secretaries, cafeteria workers, nurses, and other healthcare professionals.

Job Responsibilities:

- Oversee a portfolio of assigned topic areas (for example: special education, educational technology, graduation requirements, etc.) and serve as lead point of contact for NYSUT regarding the topic area as well as ongoing status and concerns;
- Anticipate issues in assigned topic areas; recommend appropriate responses consistent with NYSUT policy and practice;
- Review and comment on legislative proposals;
- Coordinate task-focused work groups and initiatives;
- Work with stakeholder groups and provide NYSUT's perspective on issues of shared concern;
- Serve as NYSUT representative on advisory committees, panels, task forces, etc.;
- Manage the activities of NYSUT Subject Area Committees;
- Review and analyze policies, research, and literature concerning current educational issues such as those related to accountability, teacher preparation, teacher evaluation and those related to low-performing schools.
- Provide technical assistance to NYSUT staff, local leaders and membership on educational issues;

- Prepare briefing papers, reports, and correspondence on these and other educational issues;

Job Responsibilities continued :

- Develop and conduct information sessions, presentations and workshops on educational topics and issues; and
- Other duties as assigned.

Job Qualifications:

- At least five years of experience in the PreK-16 educational field;
- Detailed knowledge of the operation of the NYS Education Department and Board of Regents as well as public school districts including BOCES;
- Detailed knowledge of special constituency groups represented by NYSUT such as special act school districts, state-supported schools (4201 schools), private schools (853 schools), and preschool special education programs (4410 schools);
- Advanced degree preferred;
- Ability to exercise appropriate professional judgment in coordinating multiple assignments with varying deadlines in a fast-paced environment;
- Excellent interpersonal, oral, and written communications skills including public speaking;
- Knowledgeable regarding the use of office technologies and able to use them effectively in the workplace;
- Ability to establish and maintain positive work relationships;
- Work independently, as well as collaboratively, as a member of the Research and Educational Services staff;
- Willing to travel and work irregular hours/weekends; and
- Strong understanding of the labor movement and union organizations.

Why Should You Apply?

- Competitive salary and excellent benefits, including comprehensive medical and dental insurance plans, life and long-term disability plans, and retirement plans
- Generous PTO plan
- Work-life balance
- Collaborative and supportive work environment with a diverse group of experienced professionals
- Working within our highly respected organization provides the opportunity to make a meaningful difference in the lives of working people and provides the ability to be a proud part of the labor movement at the local, state, and national levels

Interested? How to Apply:

Interested applicants should submit a cover letter and resume to hr@nysut.org

EOE

Studies show that women and members of some minority groups are more likely to underestimate their qualifications for a position. Therefore, if you are interested in this job, we encourage you to apply even if you are unsure of how your skills and experiences align with the job responsibilities. NYSUT is committed to diversity in our workplace and welcome the opportunity to consider all candidates.

New York State United Teachers is a statewide labor organization affiliated with the American Federation of Teachers, NEA, AFL-CIO, Representing teachers and other professionals, school related professionals, higher education professionals, health care professionals and retirees.

www.nysut.org