



# Washington Teachers' Union

## Washington Teachers' Union, Local #6, AFT, AFL-CIO Executive Director Job Description

**The Executive Director shall be responsible for managing the day-to-day operations and programs of the Washington Teachers' Union and provide consultation and assistance to elected leaders, Staff, and Members in areas in which the Union functions. The successful candidate must demonstrate past experience and knowledge in leadership, organizational development, internal and external communications, and other areas of interest or concern to the Washington Teachers' Union and its members. The Executive Director reports directly to the President of the Washington Teachers' Union.**

### **THE EXECUTIVE DIRECTOR PERFORMS THESE ESSENTIAL DUTIES, RESPONSIBILITIES & TYPICAL ACTIVITIES AS ASSIGNED BY AND UNDER THE DIRECTION OF THE PRESIDENT**

- Provides guidance, technical assistance and support to the WTU President and Executive Board;
- Guides annual and multiyear program planning and budget development;
- Administers and oversees the financial affairs and ongoing financial health of the organization with appropriate financial controls, financial staff and accounting services, including audits and internal and external financial reporting;
- Acts as co-department and co-program director for services and programs;
- Supervise employees and volunteers who guide, evaluate and oversee employee and leadership professional development;
- Serves as the President's designee and management in negotiations over employment agreements and matters pertaining to the Staff Association;
- Provides overall management of the headquarters and all office operations;
- Pursues public policy objectives advocating the organization's positions;
- Represents, arranges and fills-in for the representation of the organization and President as directed, and as may be appropriate in absence of the President;



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- Directs and oversees appropriate delivery of services and assistance to WTU members, local school chapters, Building Representatives and union leadership teams, and collaborative projects and initiatives with the school district, organizational and community partners;
- Assists the President of the Washington Teachers' Union with strategic planning;
- Works with the President of the WTU to oversee the hiring, onboarding and exiting of staff;
- Provides for the efficient, over all, management of the office as directed by the President;
- Provides input on daily staff performance and oversees staff issues concerning Financial Services, Communications, Grounds/Facilities, Human Resources Management and other staff as designated by the President;
- Establishes, maintains and monitors accountability structures;
- Assists with the creation of staff work plans, and determines measurable staff outcomes;
- Seeks the President's guidance and decision-making authority on matters concerning WTU Staff;
- Co-constructs meeting agendas and co-lead staff meetings;
- Serves as the President's designee and management in negotiations over employment and vendor agreements, legal issues, and matters pertaining to the staff of the Washington Teachers' Union;
- Maintains the highest level of confidentiality of all information received as part of his/her duties;
- Communicates effectively in English with individuals and groups;
- Writes effectively in a variety of forms, including emails, letters, grievances, settlement agreements, contract proposals, flyers, petitions and newsletter stories;
- Thinks strategically and exercises sound judgment in resolving difficult situations with a high degree of patience and tact;
- Cultivates respectful, strategic and collaborative relationships with people from diverse backgrounds and positions both internally and externally;



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- Organizes and coordinates multiple tasks under daily deadlines and works well under pressure;
- Works harmoniously with colleagues and maintains trust with multiple levels of leadership and community coalitions;
- Monitors and coordinates the various publications of the Union;
- Executes other tasks and projects as assigned by the WTU President.

**Compensation:** Compensation will be commensurate with experience and qualifications. A competitive benefit package is included.

**To Apply:** Qualified candidates should send a resume and cover letter to:  
[lblount@wtulocal6.net](mailto:lblount@wtulocal6.net)

**The Washington Teachers' Union is the bargaining agent for the 4,800 educators who teach in the District of Columbia Public Schools.**