

Area Director Job Description

- Represent area issues/concerns as a voting member of the KHSTA Rep. Council.
- Act as a member of the KHSTA Communications Committee
- Area Directors will report directly to the Executive Board upon request.
- Mentor/train/educate/assist Site Representatives.
- Act as the interim Site Representative when there is no active Site Representative at a work site.
- Assist with grievance procedures: Help Site Representatives identify and file grievances. Assist with representation during the grievance process. Serve as liaison to the Grievance Chair/committee as needed.
- Provide an additional resource for member representation as needed.
- Coordinate with Site Representatives to conduct at least one site visit to each site represented per school year. Site visits should be informal opportunities to meet members at each site, gather/disseminate information, and provide a conduit for site issues and concerns.
- Aid in organization for action items at each individual site.
- Other duties as assigned.