

## POSITION POSTING: FIELD ATTORNEY

Missouri NEA is seeking applicants for our Field Attorney position. MNEA provides legal advocacy and services to local unions and members in public school districts and colleges across Missouri. The Field Attorney position will help achieve MNEA's mission by supporting Missouri NEA's UniServ Directors (field representatives), local association leaders, and actively representing members and local unions in various employment and labor related matters. Representation matters will include contract enforcement of individual and collectively bargained contracts; disciplinary issues against our members, such as dismissals and licensure revocations; and investigations conducted by administrative agencies. The position will be directed by the Association's General Counsel and Executive Director.

### **How to Apply:**

Qualified applicants must complete the attached application and attach a cover letter, resume, and at least three references. Completed applications must be emailed to [careers@mnea.org](mailto:careers@mnea.org).

The position will remain open until filled.

### **Location:**

Greater Kansas City Metro – Independence, MO office or Jefferson City, MO – MNEA Headquarters 3 to 4 days a week and Greater Kansas City Metro – Independence, MO office 1 to 2 days a week. (Travel throughout Missouri for meetings and representation matters on a regular basis – mileage and other travel expenses are covered by the Association.)

### **Effective Date:**

To be determined, goal of no later than October 1, 2025

### **Qualifications:**

- Required:
  - Juris Doctorate Degree from ABA-accredited law school
  - Active Missouri law license
  - Strong research, writing, oral advocacy, analytical, communication, and client-management and relations skills
  - Willingness to travel, valid driver's license and auto insurance
- Preferred:
  - Litigation experience in state and federal courts at the district and/or appellate levels, with state administrative agencies (ex. Missouri State Board of Mediation, Missouri State Board of Education), or arbitration forums, preferred
  - Knowledge and expertise in labor, administrative, employment, or education law
  - Knowledge and expertise in criminal law

### **Position Responsibilities:**

- Represent members and/or local unions in employment disputes, in certification matters pending before the State Board of Education, local board of education, higher ed administration or arbitration, and in Missouri Children's Division investigations and appeals.

## POSITION POSTING: FIELD ATTORNEY

- Provide legal advice to members/local unions, UniServ Directors, and other association staff/leadership in employment matters.
- Provide and coordinate workshops and training sessions on legal issues for members and MNEA staff including contributing articles for publication, workshops and advocacy trainings to locals, and training at association conferences and events.
- Attend all Missouri NEA sponsored events as necessary and directed by the MNEA Executive Director and/or General Counsel such as Representative Assemblies and as needed at Missouri NEA Board of Director Meetings
- In conjunction with outside counsel or independently if appropriate, represent MNEA in court and agency administrative affairs, commercial agreements and contracts and property affairs.
- Assist in reviewing and drafting legislation, state administrative rules, letters on behalf of the Association, as needed.
- Assist in Missouri NEA's collective bargaining program by reviewing local bargaining contracts on a regular basis making suggestions for language improvement, assisting in the development and implementation of local union bargaining trainings, assisting in development and continued updating of a model local collective bargaining agreement.
- Assist with drafting EEOC complaints on behalf of members and if mediation occurs, representing the member in mediation during the EEOC process.
- Attend and represent Missouri NEA at meetings of the National Organization of Lawyers for Education Associations and ULSP Coordinators' Meetings and other meetings as directed.
- Perform other duties as assigned, including but not limited to routine administrative tasks such as completing and submitting vouchers, activity reports and leave requests.

### **Compensation and Benefits:**

- This is a bargaining unit position within the Missouri Professional Staff Organization bargaining unit. All salary and benefits are subject to union contract negotiations.
- Competitive salary subject to placement on the MPSO salary schedule considering the full set of experience and skills of the candidate as outlined in the MPSO-MNEA Collective Bargaining Agreement. The current salary schedule allows placement between \$81,548 and \$105,000. The agreement provides for a twelve (12) step schedule currently maxed at \$127,554.
- Employer-provided health, dental, and life insurance; employee/family dental and employee life insurance currently 100% employer paid; employee only health currently 100% paid, dependent/spousal coverage currently partially subsidized.
- 100% employer-funded defined contribution pension plan equal to 21% of gross salary.
- Generous leave benefits include paid sick, paid time off (vacation, personal), paid parental and catastrophic medical illness leave.
- The ability to work on behalf of over 30,000 educators and education support professionals, helping them provide a high-quality education to all Missouri students regardless of race, background, of zip code.

**Missouri NEA is an Equal Opportunity Employer.**

# MISSOURI NEA

1810 EAST ELM STREET, JEFFERSON CITY, MO 65101 • 1-800-392-0236

## APPLICATION FORM – PROFESSIONAL OR ASSOCIATE STAFF POSITION

(You are not required to furnish any information which is prohibited by federal, state, or local law.)

(Candidates selected for interviews may be subject to background checks.)

Last Name	First Name	Middle Name			
Home Address		City	State	Zip	Home Phone
Email Address					Cell Phone

Position for which you are applying
-------------------------------------

SECTION I, II & III ARE INTENDED TO SUPPLEMENT THE INFORMATION PROVIDED BY YOUR RESUME. IF INFORMATION REQUESTED BELOW IS ALREADY INCLUDED IN YOUR RESUME, SIMPLY INDICATE "SEE RESUME" IN SPACE PROVIDED.

### I. Employment Experience (Please start with your present/most recent position.)

A.	Employer		Address		
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business		Employed from to		
	Title		Compensation		
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

B.	Employer		Address		
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business		Employed from to		
	Title		Compensation		
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

(proceed to next page)

C. Employer		Address		
City	State	Zip Code	Area Code	Telephone No.
Kind of Business		Employed from _____ to _____		
Title		Compensation		
Nature of Work				
Name and Title of Supervisor				
Reasons for Leaving or Desiring to Change				

## II. Education

Highest Level of Education Completed:				
High School:			Location	
College/Graduate School:				
Name/Location	From	To	Degree	Major

## III. Activities

Membership in professional or job-related organizations (you may exclude racial, religious and nationality groups):
List hobbies and extracurricular activities you enjoy.
Publications, professional licenses or special honors or awards:
What qualifications, abilities, and strong points will help you succeed in this job?

## IV. Miscellaneous

Have you ever been convicted of a misdemeanor or a felony? (Do not include arrests or criminal charges <u>not</u> resulting in a conviction.) If so, please describe in detail the charge(s) and the incident(s) upon which the conviction was based:
Do you currently have a valid state driver's license and automobile insurance? # Yes    # No
<u>OPTIONAL:</u> Please indicate your ethnicity/race:
Please indicate your gender:
How did you find out about this opening?