The concept of Job Alike Groups has been part of the UEN since the beginning. The impact of leadership upon issues, programs and results is basic to what the UEN is all about; building capacity in urban education by facilitating connections between member districts to improve student academic performance, narrow achievement gaps, improve professional development and strengthen leadership, governance, and management. Common responsibilities and best practices are the motivators for a productive interaction between and among all Job Alike Groups within the UEN member districts. "Rediscovery of the Wheel" is not a productive nor satisfactory leadership approach and is minimized as much as possible. Sharing of district-created tools and models stimulates creative solutions and saves staff time.

The potential impact of the Job Alike groups is significant. The UEN is committed to this major and very important asset, recognizing its great potential to strengthen and positively impact the delivery of support services to all students and staff within the member district. Learn more in this short [UEN Job Alike Video](https://www.youtube.com/watch?v=q9Aa8ch3X9Q).

Each Job Alike Group functions independently and all are urged to stay in contact with one another, sharing concerns, directions and results. Contact is maintained through emails, surveys, and small group virtual or in-person meetings. UEN staff assist group Chairs in these efforts.

**Responsibilities of the Group Chair:**

* Coordinate with staff to determine meeting dates and times.
* Gather input from members and staff to assemble a topical meeting agenda.
* Identify and coordinate with staff to invite any outside experts when appropriate (i.e. Iowa Department of Education personnel, etc.)
* Facilitate the job alike group meetings, or identify someone to facilitate in the event of the Chair’s absence, to ensure all members of the group have an opportunity to share relevant content, keep conversation on topic and appropriate, etc.
* Ensure someone attending the meeting takes notes and distributes to the group.
* Notify UEN staff of any follow up needs after the meeting (i.e. changes to future meeting dates/time, questions requiring a response, invitation for future meetings, etc.).
* Ensure relevant resources are shared with group members as identified, notify staff of group member changes when known, and other general correspondence between group members.

**Responsibilities of UEN Staff:**

* Coordinate with chair(s) to determine meeting dates and times.
* Ensure identified contacts are included in the email distribution lists.
* Coordinate with invitations to any outside experts suggested by the Chair(s) when appropriate (i.e. Iowa Department of Education personnel, etc.)
* Distribute questions/surveys/information requests and share results with members, when requested.
* Send calendar invitations with Zoom links or in-person meeting details to group members.
* Ensure an agenda outline is available for Chairs to add content.
* Post meeting notes once received, if not already posted/distributed by the note taker.
* Assist Chair(s) with other general correspondence between group members.
* Provide occasional legislative updates or other information pertinent to the Job Alike Group’s role.

**UEN Job Alike Groups:**

* Board Secretaries
* Career & Technical Education
* CFOs
* Child Nutrition
* Communications
* Counselors
* Curriculum
* Early Childhood
* ELL
* Equity
* Facilities/Planning/Management
* Health Services
* Human Resources
* Special Education
* Superintendents
* TAG
* Technology

For questions on UEN Job Alike groups, email UEN staff at: info@uen-ia.org, or visit the UEN website at: [www.uen-ia.org/jobalike](http://www.uen-ia.org/jobalike).