



Urban Education Network (UEN) General Job Alike Group Information

About UEN Job Alike Groups

The concept of Job Alike Groups has been part of the UEN organization since the beginning to facilitate connections between member districts. You are often the only one doing your job in your district, so connecting with others across the state to share best practices and resources with districts of similar size and challenges is regularly mentioned as a critical component of UEN membership.

Learn more in this short Welcome Video about UEN & Job Alike Groups by Margaret Buckton, UEN Executive Director: <https://youtu.be/q9Aa8ch3X9Q>

UEN Members

UEN is a consortium of Iowa's largest public school districts formed to represent the unique characteristics of urban schools and issues related to all of Iowa's public school districts. Common characteristics of UEN districts include: population density; cultural, social and economic diversity; broad ethnic representation; extensive transportation systems; two or more comprehensive high schools; and/or districts with high percentages of students as free/reduced-price lunch eligible, concentration of minority enrollment, English-language learners, or other metrics of diversity. UEN now includes 24 districts.

Ames CSD
Ankeny CSD
Bettendorf CSD
Burlington CSD
Cedar Falls CSD
Cedar Rapids CSD
College CSD
Council Bluffs CSD
Davenport CSD
Des Moines Independent
Dubuque CSD
Fort Dodge CSD
Iowa City CSD

Linn-Mar CSD
Marshalltown CSD
Mason City CSD
Muscatine CSD
Ottumwa CSD
Sioux City CSD
Southeast Polk CSD
Storm Lake CSD
Waterloo CSD
Waukee CSD
West Des Moines CSD

The most current list of UEN Members is at: <https://www.uen-ia.org/member-list>

UEN Job Alike Groups

There are a number of different Job Alike Groups. Some people are included in more than one group. Original group assignments are made by the district superintendents. We strive for at least one individual from each UEN member district, but more individuals can certainly be included. Some groups are very active while others are primarily an email distribution group.

- Associate Superintendents
- Board Secretaries
- CFOs
- Child Nutrition
- Communications
- Counselors
- Career & Technical Education (CTE)
- Curriculum
- Early Childhood
- English Language Learners (ELL)
- Equity
- Facilities & Planning
- Health Services
- Human Resources
- Security
- Special Education
- Superintendents
- TAG
- Technology
- Title I

The current list of UEN Job Alike Groups can be found at this Google Docs Link at:

<https://docs.google.com/document/d/1wtsVaVob8ESor7PZcHOAO8i8PuPQ6aY-qJV0Hr8F4U4/edit?usp=sharing>

If you believe you are in the wrong group or would like to add someone additional, please email UEN staff to let us know (jen@iowaschoolfinance.com).

Google Groups & Email Communications

Each Job Alike Group is organized into a “Google Group”. Groups have a designated Google Group Email Address. If you wish to ask a question of your group, share resources, conduct a survey, etc., just use your Google Group Email Address in the “to” line of your email to contact everyone in the group at once (rather than using each person’s email address). When answering a question, you can use the same Google Group Email (or just click reply) to send your response to the entire Group. Or, if you wish to just answer only the person directly and not share your response with the entire group, you can change the “to” address to be just the email for the requester.

Only members of the Google Group can send emails using this group email address. Others will receive an automated response indicating their email could not go through.

The current list of Group Email Addresses is available at this Google Docs Link at:

<https://docs.google.com/document/d/1wtsVaVob8ESor7PZcHOAO8i8PuPQ6aY-qJV0Hr8F4U4/edit?usp=sharing>

Note - At the bottom each email sent using the Google Group Email Address, you will see a “view the discussion on the web site” link. This link provides access to all past email conversations for your group, as well as the ability to view the members of your Google Group. You can also update your personal email notification settings here. There is also a function here to search previous conversations by keyword or phrase.

Google Shared Drive – Document Collaboration

Each group has a "Google Shared Drive" where group members can upload and share documents/resources, collaborate on upcoming meeting agenda topics, share notes, or create/save Google surveys/forms. Only those included in the Google Group can add/edit/access content in the shared drive (unless the individual document has its permissions set to allow access by anyone with the document link).

The current links for all Group Shared Drives is available at this Google Docs Link:
<https://docs.google.com/document/d/1wtsVaVob8ESor7PZcHOAO8i8PuPQ6aY-qJV0Hr8F4U4/edit?usp=sharing>

Google Group/Google Shared Drive – Access Issues

Direct access to the Google Group webpage or the Google Shared Drive via the website does require a google-based email address. Most UEN district school email accounts are Google-based, but not all. If you are unable to access these areas using your school email account, you will still receive the email communications directly to your email inbox, so will not miss out. And you will be able to access shared documents/surveys/etc. via the links emailed to you.

While we don’t necessarily encourage it, we can add a personal Gmail address to a Google Group upon request.

UEN Member-Only Website

In order to see the Job Alike Group details, including the Shared Group Email Address, links to the Shared Google Drives, and UEN member-only resources such as Advocacy Resources & Tools, you will need to login to the “member-only area” of the UEN website. You should have access with your school email address as your username and a previously established or pre-assigned password at www.uen-ia.org. Member-only content is noted with an (*).

To log in, use the icon at the top left-hand corner of the website homepage (it looks like a door with an arrow) to log in, or bookmark the Login page: <https://www.uen-ia.org/user/login>.

If you forgot your password or have not logged in previously, use this Forgot Password link: <https://www.uen-ia.org/user/password?name=res>.

Email jen@iowaschoolfinance.com with any access issues.

Group Chairs

Each Job Alike Group operates independently, with some groups meeting monthly, others quarterly, some just once or twice during the year, and others are primarily an email distribution group. Group Chairs help to coordinate meetings, develop agendas, and facilitate communication between meetings. The role of the Chair is critical to the success of the group.

Learn more about [UEN Job Alike Group Purpose and Chair Responsibilities](#).

If you are interested in being a Job Alike Group Chair, let us know! The current list of Group Chairs is available from this Google Docs Link:

<https://docs.google.com/document/d/1wtsVaVob8ESor7PZcHOAO8i8PuPQ6aY-qJV0Hr8F4U4/edit?usp=sharing>

Group Meeting Dates

As noted above, some groups meet monthly, others quarterly, some just once or twice a year, and some not at all. UEN encourages at least one in-person meeting and the rest via Zoom or hybrid. Most in-person meetings are several hours and include lunch, with Zoom meetings 60-90 minutes. UEN Staff will coordinate with the Group Chair to establish meeting dates/locations and circulate meeting planners and the Zoom links once dates are set. If the group does not have a Chair, the groups typically do not have formal meetings.

All group members are encouraged to add items to the meeting agendas. Outside experts can be invited to provide guidance or answer questions. If there is a particular expert you recommend we include for a Job Alike Group Meeting, coordinate with your Group Chair and/or UEN Staff. Vendors are generally not allowed.

Meetings are also posted on the UEN website at: <https://www.uen-ia.org/calendar>

Questions/Contacts/Links

Jen Albers, UEN Staff (jen@iowaschoolfinance.com)

Margaret Buckton, UEN Executive Director (margaret@iowaschoolfinance.com)

UEN Website: <https://www.uen-ia.org/>

UEN Member-Only Login: <https://www.uen-ia.org/user/login>

UEN Forgot Password Link: <https://www.uen-ia.org/user/password?name=res>

UEN Job Alike Details Google Docs Link:

<https://docs.google.com/document/d/1wtsVaVob8ESor7PZcHOAO8i8PuPQ6aY-qJV0Hr8F4U4/edit?usp=sharing>