

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

<u>DIRECTOR OF LABOR RELATIONS & PROFESSIONAL STANDARDS</u>
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Required Qualifications:

- Bachelor's Degree in Business Administration, Human Relations, or other field related to job responsibilities
- Must have successfully held previous leadership role
- Experience in human resources, labor relations, employee investigations
- Knowledge of applicable Florida Statutes and adopted School Board policies
- Excellent oral and written communication skills
- Must possess a valid Florida Driver's License

Desired Qualifications:

- Master's Degree in Business Administration, Human Relations, Educational Leadership or other field related to job responsibilities
- Prior experience as a chief negotiator or a bargaining team member in a school system
- Training in conducting comprehensive employee misconduct investigations
- Florida certification in educational leadership
- Certification as a Professional or Senior Professional in Human Resources

Performance Responsibilities:

- Perform the planning, development and administrative functions of the Professional Standards Department
- Serve as the Chief Negotiator for the District
- Organize and conduct collective bargaining sessions with both the instructional and noninstructional unions
- Create agenda items as needed for the Professional Standards Department and present as needed to the Board
- Serve on committees and attend professional seminars, educational workshops, and review professional publications, as necessary, to maintain and update professional and technical knowledge
- Directs the investigations regarding violations of Code of Ethics, School Board policy, Florida Statute, EEOC issues, etc.
- Directs and/or conducts bullying/harassment complaints at the district office level
- Conducts employee pre-determination meetings
- Oversees the Professional Improvement Plan Process
- Conducts training regarding policies and procedures in assigned areas
- Direct the intake of investigations, including but not limited to employee misconduct, fraud, abuse and ethical violations
- Assist administrators in gathering evidence, analyzing reports and problem-solving employee issues

- Advise administrators on the appropriate disciplinary actions within approved guidelines, policies and statutes
- Conduct investigations as assigned in a timely manner
- Prepare comprehensive investigative reports including findings and recommendations
- Make recommendations to the Superintendent or designee regarding investigation findings and outcomes
- Coordinate with the Florida Department of Education, when appropriate, regarding teacher misconduct and certification issues
- Work with Special Counsel on termination cases
- Testify and represent Superintendent in Division of Administrative Hearings (DOAH) or other court proceedings
- Provide training to administrators regarding proper investigatory procedures
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Prepare and administer the department's annual budget
- Supervise and evaluate all personnel that report directly to this position
- Keep the Superintendent, and/or designee, abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention
- Perform other duties as assigned by the Assistant Superintendent for Business Services and Operations and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Superintendent for Business Services and Operations and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent for Business Services and Operations and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule –
Administrative

Job Code:

77319

Board Approved:

Revised:

Director of Labor Relations & Professional