

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### PROFESSIONAL STANDARDS COORDINATOR

#### QUALIFICATIONS:

- (1) Master's Degree or higher from an accredited educational institution in Educational Leadership, Human Resources, Business Administration or Public Administration,
- (2) Certification in Educational Leadership or related field preferred.
- (3) Minimum of five (5) years as an administrator or supervisor.
- (4) Training and / or experience in personnel management.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutes, rules and regulations relating to human resources/employee relations administration. Knowledge of federal rules and regulations governing the employment process. General knowledge of employee disciplinary procedures. Knowledge of all collective bargaining agreements for employees of the District. Knowledge of and ability to assist District administration/supervisors in matters of employee investigations and discipline. Ability to prepare for collective bargaining sessions, grievance hearings, arbitrations, Division of Administrative Hearings, and trials. Demonstrated knowledge of the collective bargaining process, Florida law, and the Administrative Code as it relates to human resource management. Knowledge of Florida's funding mechanisms and budgeting. Ability to communicate orally and in writing. Ability to use high level interpersonal skills in order to maintain effective working relationships. Skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of the interface activities between the mainframe computer and the division / department data management function.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To effectively and efficiently manage and administer all employee and labor relations of the District. To provide leadership, planning, and support for enhancing the diversity of the faculty, staff, and students.

**SUPERVISES:** NA

## **PROFESSIONAL STANDARDS COORDINATOR (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Manage and administer employee and labor relations matters within the rules and regulations set forth in the collective bargaining agreements, local, state and federal laws/regulations, and school board policies.
- \* (2) Interpret policies, regulations, and procedures concerning collective bargaining to District staff and serve as contact person for questions from representatives of employee organizations. Interprets and implements related policies and regulations adopted by the School Board.
- \* (3) Implement established procedures for progressive discipline including conducting investigations of complaints/allegations and holding due process meetings to make recommendations for appropriate procedures for disciplinary actions.
- \* (4) Assist school and District administrators/supervisors with employee and labor relations matters, Investigations, 504 compliance, and progressive discipline. Provide support to school and district administrators in the resolution of personnel problems.
- \* (5) Serves as the Title IX Coordinator.
- \* (6) Responsible for monitoring and implementing the District's compliance with state and federal laws prohibiting disability discrimination, including Section 504, and Title II of the ADA.
- \* (7) Conduct employee investigations including but not limited to violations of Code of Ethics, School Board Policy, Florida Statutes, bullying/harassment complaints, 504 compliance, Title IX and EEOC issues in a timely manner.
- \* (8) Prepare comprehensive investigative reports including findings and recommendations in a timely manner.
- \* (9) Keeps the Superintendent, Chief Human Resource Officer and/or other essential personnel informed of potential problems or unusual events in a timely manner.
- \* (10) Monitor and investigate arrests and court proceedings for all employees.
- \* (11) Coordinate and manage the development and implementation of Human Resources policies and procedures.
- \* (12) Assist administrators/supervisors in gathering evidence, analyzing reports and problem solving employee issues.
- \* (13) Advise administrators on the appropriate disciplinary actions within approved guidelines, policies and statutes.
- \* (14) Perform all necessary duties and investigations as the District's designated Title IX Coordinator.

**COORDINATOR of PROFESSIONAL STANDARDS (Continued)**

- \*(15) Provide training to administrators/supervisors regarding proper investigatory procedures.
- \*(16) Set high standards and expectations and promote professional growth for self and others.
- \*(17) Maintain personnel information, records and matters in a confidential manner.
- \*(18) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(19) Provide mandatory trainings to administrators, supervisors and staff in the areas, including but not limited to, bullying, harassment, sexual harassment, discrimination, and mandatory reporting.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

Flagler Schools Strategic Framework – Governance & Leadership

**Approved 05/19/2020**