

# **JOB DESCRIPTION**

# **PATERSON BOARD OF EDUCATION**

## **PERSONNEL**

**4629 Executive Director of Labor  
Relations/Affirmative Action**

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### **REVISED**

**JOB TITLE: EXECUTIVE DIRECTOR OF LABOR RELATIONS/AFFIRMATIVE ACTION**

**REPORTS TO: Superintendent or Cabinet level designee**

**SUPERVISES: Staff as assigned**

### **NATURE AND SCOPE OF JOB:**

The Executive Director of Labor Relations/Affirmative Action is responsible for conducting and coordinating negotiations between the Management Team and all bargaining units based upon school district goals and objectives, managing all grievances, arbitrations and related issues and providing leadership in the areas of contract administration. Assists in the planning, coordinating, and evaluating the affirmative action procedures and practices of the district and helps to ensure that full and equal opportunity is provided for all personnel and students, regardless of race, color, creed, religion, sex, ancestry, national origin, political belief, sex, sexual orientation, or social or economic status. Assists with the coordinating of activities to eliminate sexual harassment of students and staff.

### **QUALIFICATIONS:**

The Executive Director of Labor Relations/Affirmative Action shall:

1. Hold a Master's degree from an accredited college or university.
2. Hold a New Jersey School Administrator Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11.
3. Have experience in the area of employee relations and affirmative action in either the school or business environment.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Official college transcript.
3. State Administrative Certification
4. A minimum of three letters of reference from former employers, teachers, other professional sources.

### **EMPLOYMENT TERMS:**

The Executive Director of Labor Relations/Affirmative Action shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Executive Director of Labor Relations/Affirmative Action shall:

1. In conjunction with the Business Administrator, direct the accumulation of necessary data used in negotiations, such as wage and fringe benefit comparisons and comparative contract language.
2. Provide data and discuss requests from non-certified groups on wages, hours and working conditions. Make recommendations concerning these discussions.
3. In connection with the Coordinator of Culture and Climate, coordinate and implement the district's efforts to meet and exceed federal and State requirements for affirmative action, equity in educational programs (N.J.A.C. 6: 4.1 et seq.), and the elimination of sexual harassment.
4. During the budget development, direct the accumulation of necessary data used in negotiations, such as wage and fringe benefit comparisons and comparative contract language.
5. Monitor and periodically review Board policies to ensure compliance with all applicable equal educational, affirmative action, and sexual harassment requirements.
6. Publicize to the staff and the community the equal educational opportunity resolution. Notify the staff annually of affirmative action and sexual harassment policies and the procedures for filing grievances and complaints.
7. Provide for the maintenance of records of all grievances and arbitrations for each bargaining unit.
8. Plan, organize, and represent the school district in fact-findings, arbitration and representation cases heard before public commissions or other such bodies.
9. In connection with the Coordinator of Culture and Climate, prepare, disseminate, and supervise the Multi Year Equity Plan with measurable goals, seeking ideas from the staff and community. Include a school and classroom practices plan and an employment/contract practices plan, with timetables for corrective action to overcome the effects of previous patterns of discrimination that may have existed (N.J.A.C. 6:4-1.3, et seq.). Prepare the annual report of progress for Board approval and share with interested parties.
10. Coordinate all aspects of contract administration during the term of various contracts with employee organizations.
11. Collect and analyze data regarding the practices of the district and the effects of affirmative action efforts, and recommend modified or additional efforts to the Superintendent.

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12. Review regularly the recruitment, selection, and employment practices to determine if they are administered without discrimination and are active in seeking personnel from under-representative groups. Recommend corrective measures when necessary.
13. Interpret the negotiated contracts to members of the staff, as appropriate.
14. Analyze, evaluate and adhere to all local, state, and Federal legislation touching on areas of employee relations in the school situation.
15. Review documents and literature of the schools and district to ensure that they are free of prejudicial and stereotypical language.
16. Assist in the preparation of staff development and distribute information for school personnel on a continuing basis to identify and resolve problems arising from prejudice (N.J.A.C. 6:4-1.3(d)).
17. In connection with the Coordinator of Culture and Climate, ensure that the review, evaluation, and selection of instructional materials include criteria regarding freedom from discrimination and stereotyping. Serve as a resource in the selection of educational materials and in curriculum revision.
18. Assist in the collection of data and monitor all curricular, athletic, and extra-curricular offerings to ensure equal opportunity for participation for all students and to ensure that the programs and activities are in compliance with N.J.A.C. 6:4-1.5 "school and classroom practices."
19. Assume responsibility for all areas of employee relations.
20. Provide in-service for all levels of district staff as it relates to contract management when needed or requested.
21. Provide technical assistance to the management team in the areas of contractual constraints and problem solving.
22. Represent the district at community, State, and professional meetings as requested by the Superintendent.
23. Supervise procedures to guarantee prompt, internal, and impartial resolution of cases of alleged discrimination and sexual harassment. Investigate and hold hearings on cases of alleged discrimination and sexual harassment, and make recommendations to the Superintendent to resolve or remediate the situation.
24. Select and assign appropriate members of management for negotiating teams.

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25. Serve as Chairperson in all contract negotiations or meetings with both certified and classified personnel.
26. Negotiate with all bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the bargaining units.
27. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
28. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
29. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
30. Recommend agreements to the Superintendent of Schools for approval.
31. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
32. Attend required staff meetings and serve, as appropriate, on staff committees.
33. Act as official designee of the Superintendent of Schools at all stages of the grievance hearings, arbitrations, P.E.R.C. hearings, Donaldson hearings and the like with authority to settle issues based on experience, legal opinion and cost effectiveness.
34. Provide central office information to all bargaining units.
35. Interpret all contracts with employees.
36. Act as the initial hearing officer in grievances, union disputes, termination cases, etc.
37. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in discrimination and equal opportunity issues through reading of professional journals, participation in professional development, and involvement in professional organizations.
38. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.

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39. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
40. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
41. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
42. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
43. Serve as a role model for students and staff in demonstrating positive attitudes and an effective work ethic.
44. Participate in appropriate in-service and workshop programs and attend any required meetings.
45. Use computers and/or electronic equipment to fulfill job functions.
46. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
47. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
48. Provide legal assistance to the management team and other District administrators in the areas of Labor Relations.
49. Recommend measures to reduce District's legal cost.
50. Assist the District's Special Labor Counsel in gathering information and preparing witnesses for grievances arbitrations, tenure dismissal hearings and other legal proceedings.
51. Respond to subpoenas for student and employee records.
52. Communicate with adverse attorneys by phone and in writing.

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53. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, School Regulations and Procedures, and contractual obligations.
54. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The Superintendent or Cabinet level designee shall evaluate the Executive Director of Labor Relations/Affirmative Action in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date