



Houston Independent School District *Job Description*

POSITION TITLE: Director 1 – Employee Relations Investigations & Background		CONTRACT LENGTH: 12M
DATE: 10/10/2025		DATE OF LAST REVISION: N/A
JOB CODE:	PAY GRADE: \$130,000-\$155,000	FLSA EXEMPTION STATUS: E
Job Family – Human Resources		

JOB SUMMARY

The Director I – Employee Relations (Investigations & Background) provides strategic leadership and oversight for all districtwide employee investigations and background review processes. This role ensures that investigations into employee misconduct, discrimination, harassment, workplace concerns, and other policy violations are conducted promptly, objectively, and in full compliance with federal, state, and district regulations.

Operating within a matrixed organizational structure, the Director supervises a team of investigators and background specialists while also collaborating with division leaders, HR executives, and campus administrators across the district to ensure that all investigations and background reviews are handled consistently, fairly, and with full accountability. Although the Director does not directly supervise staff outside their department, they are responsible for influencing and guiding other leaders to ensure investigative and compliance protocols are implemented with integrity and fidelity across all divisions.

The Director partners closely with Legal Services, Employee Relations, and law enforcement agencies to manage complex or high-profile cases and ensure the district’s actions are legally sound, well-documented, and transparent. Through proactive systems management, process monitoring, and data analysis, the Director upholds HISD’s commitment to professionalism, fairness, and the protection of both employee rights and student safety.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first	
1.	Leads the district’s investigations and background operations, ensuring timely, thorough, and policy-compliant handling of employee misconduct and personnel matters.
2.	Oversees the preparation and review of investigation reports, ensuring all documentation is objective, comprehensive, and written at a level that meets legal standards and can withstand external or legal review.
3.	Supervises the Investigations and Background central office teams, including investigators and specialists, by assigning cases, monitoring progress, and reviewing outcomes for quality, accuracy, and compliance.



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4.	Operates within a matrixed organizational structure, overseeing investigative work across divisions through the unit structure. While the Director does not directly supervise division-based investigators, they are responsible for setting standards, providing guidance, and holding leaders accountable for the quality, consistency, and timeliness of investigations conducted within their divisions.
5.	Oversees criminal background review and clearance processes in compliance with TEA and district regulations, including coordination of the Criminal History Review Committee.
6.	Collaborates with Legal Services, HR leadership, division leaders, and law enforcement agencies to ensure investigative processes, findings, and personnel actions are aligned, defensible, and legally sound.
7.	Ensure consistent documentation and record management of all investigations and background checks in alignment with legal and district standards.
8.	Ensures all investigation reports and documentation are written with clarity, precision, and legal defensibility, meeting professional standards that can withstand external review or litigation
9.	Develops and enforces standardized investigation protocols and operating procedures that are efficient, promote fairness, objectivity, and compliance across all cases.
10.	Analyzes investigation data and background trends to identify risks, recurring issues, and training needs, and provides regular reports and recommendations to HR leadership.
11.	Provides consultation and training to HR staff, campus leaders, and supervisors on appropriate documentation, reporting, and investigative procedures.
12.	Coordinates employee reassignment and tracking during pending investigations to ensure compliance with district policy and safety expectations.
13.	Promotes a culture of accountability, integrity, and transparency by ensuring investigations and background reviews are handled professionally and confidentially.
14.	Designs and facilitates training programs for HR and campus leaders on investigations and background review procedures.
15.	Continuously seeks opportunities for professional development and growth to enhance leadership skills, technical expertise, and knowledge of evolving employment law and compliance practices.



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EDUCATION

Bachelor's degree from an accredited college or university required in one of the following areas: human resources, labor relations, business administration, organizational leadership, or education.

Master's degree preferred.

**Applicants who do not meet these educational qualifications may be considered if they possess a unique combination of education and professional experience that demonstrates potential for success in this role.*

WORK EXPERIENCE

At least 5 years of experience in employee investigations, employee relations, or compliance. Experience in a large urban school district or comparable organization preferred.

**Applicants who do not meet these educational qualifications may be considered if they possess a unique combination of education and professional experience that demonstrates potential for success in this role.*

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Strong knowledge of federal and state employment and education laws (e.g., Title VII, Title IX, ADA, FLSA).

Expertise in investigative techniques, interviewing, and case management.

Proficiency in Microsoft Office, SAP (preferred), Oracle, and HR case-tracking systems.

Excellent written and verbal communication skills, with the ability to manage sensitive matters professionally.

Experience collaborating with Legal Services, law enforcement, and administrative leadership.

LEADERSHIP RESPONSIBILITIES

Provides strategic oversight for multiple departments and/or a major division, with responsibility for direction and outcomes that impact the entire district. Develops and executes long-range strategies and policies that align with organizational goals and integrate operational objectives across multiple functional areas. Operates within a matrixed organizational structure, collaborating with executive leaders and division heads to ensure districtwide alignment and accountability for shared results, even without direct supervisory authority over all involved staff.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM SOLVING



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Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving and supporting systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD's policies and guidelines.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment, which does not subject the employee to any hazardous or unpleasant elements.

- Valid Texas driver's license with applicable insurance coverage.
- Tools/Equipment Used: Standard office equipment, including personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)
- Environment: Prolonged or irregular hours, including some weekends; frequent districtwide travel
- Mental Demands: Work with frequent interruptions, maintain emotional control under stress, fast-paced