Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Association of Classified Employees (ACE) President**	FLSA Status:	**Exempt**
Job Family:	**Classified – Support Services**	Pay Range:	**SS85Y***
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**50906**

*Pay for the position of ACE President will be the employee's current salary or calculated at the listed paygrade, whichever is greater.

SUMMARY: Responsible for supporting the mission and strategic goals of the district by involvement in district-wide initiatives, problem solving and decision-making. Foster, support and enhance collaborative problem solving and decision-making, creating a culture that has moved from adversarial self-interested employee groups to collective problem solving for the benefit of the whole district. Work collaboratively with the Superintendent's council on sensitive matters and issues, provide employee communication and problem solving, serve as a leader, representative and facilitator on committees and special projects, and provide public relation services to support district-wide activities. Serve as primary intermediary between classified employees and organizational leadership, ensuring that all parties act in accordance with the district's Employee Agreement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. While representing classified employees as the Association of Classified Employees (ACE) president, the primary day-to-day activities may include recruiting new members, answering questions from classified employees, negotiating with other employee groups, representing classified employees in disciplinary proceedings, navigating situations of workplace grievances, informing fellow member of relevant information, advocating for classified employees, holding ACE meetings for members to discuss changes or issues and staying informed on relevant areas of information.
2. Provide an effective and immediate feedback loop with discussions involving policy and procedural questions and issues. Act as the primary liaison between the district and classified employees, supporting employees and guiding them through workplace challenges.
3. Work to integrate the needs of employees with the needs of the organization. Strive to establish equitable and fair work environments for peers through advocacy.
4. Help ensure district policies and procedures are followed, appropriate due process is provided, and all employees are dealt with consistently and fairly. Enforce the Employee Agreement, ensuring that employees and the district alike follow the terms of the agreement. May field potential grievances resulting from workplace conditions and treatment, such as concerns regarding compensation, schedules, safety or duties, and typically work to resolve such challenges.

5. Provide mentoring, job counseling, performance counseling discussions, etc. to employees to help facilitate the positive resolution of conflicts and concerns.
6. Serve on Issues Resolution team (IR) representing constituent's perspective, serving as advocate for fellow classified employees within the district.
7. Assist in schools when needed. Substitute in classified positions (child nutrition, health tech, school clerical, para, etc.) Assist with kindergarten testing; train kindergarten paras to complete the testing on students.
8. Serve as the primary classified association representative on negotiation process committees. Lead the classified employee group negotiations team in the district negotiations process.
9. Assist in the development and implementation of district policies and procedures. Communicate to classified employees on district-wide issues and support district-wide and site-based activities.
10. Serve as an available resource to members of the Board of Education. Work with district administration and Board of Education on community forums and other community outreach activities.
11. Assist in planning, organizing, and implementing staff development activities. Teach professional development courses to classified employees twice per year.
12. Work on special projects assigned by the superintendent.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D. required
- At least five years of experience as a classified employee of Poudre School District required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills
- Knowledge of district policies and procedures
- Knowledge of district organization and structure
- Ability to facilitate or lead groups of employees
- Ability to work outside normal workday and work week
- English language skills
- Interpersonal relations skills
- Coaching, mediation, employee relation and job development skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions

- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	