

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR II – EMPLOYEE SERVICES

QUALIFICATIONS:

- (1) Masters' Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal preferred.
- (3) Minimum of five (5) years successful educational experience in a public school, school based and District combination preferred.
- (4) Experience with negotiations and contracts.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws, statutes, rules and policies governing education. Knowledge of School Board policies, Florida Statute 447 and employment-related rules under the Public Employees' Relations Commission, the Federal Justice Department and the Equal Employment Opportunity Commission. A working knowledge of legal proceedings of evidence submission, brief preparation and arbitration conduct. Operational knowledge of the four major divisions of the School District and school sites. Knowledge of instructional programs and practices for appropriate level. Knowledge of district personnel procedures and practices. Ability to prepare and maintain complex manual and automated records. Ability to work with people in an effective manner. Ability to communicate effectively both orally and in writing. Ability to plan, organize and implement long range programs. Ability to use data in the decision-making process. Good time management skills. Ability to remain composed and professional in stressful situations.

REPORTS TO:

Director I – Human Resource Services

JOB GOAL

To effectively coordinate a collaborative process between management and employees which develops working conditions and compensation that maintains an efficient and effective workforce; to interpret and support the administration of employee contracts; to assist employees and represent the District in unemployment, retirement and leave issues.

SUPERVISES:

Clerical and student workers as applicable.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Serve as the negotiator in the conduct of negotiations with employee certified bargaining representative.
- * (2) Coordinate all aspects of labor contract administration during the terms of the agreements with employee organizations and interpret the negotiated agreements to members of the staff as appropriate.
- * (3) Serve as the primary contact for the school system staff with representatives of employee organizations for questions concerning the interpretation and implementation of policies adopted by the School Board.
- * (4) Interpret to the school system staff and representatives of employee organizations, those policies, regulations and procedures related to collective bargaining.
- * (5) Develop proposals and counter-proposals for negotiation and provide leadership for members of management serving on the bargaining team.

COORDINATOR II – EMPLOYEE SERVICES (Continued)

- * (6) Interpret and explain complex federal, state and local laws.
- * (7) Establish and maintain procedures and operations manuals.
- * (8) Plan and carry out assigned projects, representing the District in unemployment, retirement and leave issues.
- * (9) Prepare complete, accurate reports, complex statements and detailed budgets.
- * (10) Research related methods and interpret the appropriate application of policies and procedures in making recommendations for specific procedures to be used in implementing federal and state requirements in the District.
- * (11) Assist in the development of local manuals, procedures and forms to meet federal and state requirements.
- * (12) Assist in maintaining the formal data collection system needed in program planning, evaluation and allocation of resources.

Inter / Intra-Agency Communication and Delivery

- * (13) Maintain regular liaison with Department of Education officials and other state agencies concerned with employee relations, including the Florida School Board Association, Florida Association of School Administrators and Florida School Labor Relations Service.
- * (14) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.
- * (15) Keep the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- * (16) Consult with the Information Technology Department and Budgeting Office on technical matters.
- * (17) Interact with a variety of District stakeholders, giving and/or exchanging information, resolving problems and providing services.
- * (18) Assist district office staff with problems encountered.
- * (19) Answer inquiries pertaining to policy and procedure, record keeping, reporting and internal controls.
- * (20) Consult with the Department of Education (DOE) on interpretation of applicable laws, rules and policies.
- * (21) Disseminate information and current research to appropriate personnel.
- * (22) Respond to inquiries or concerns in a timely and courteous manner.

Professional Growth and Improvement

- * (23) Remain current with appropriate rules, laws, policies and regulations.
- * (24) Promote and support professional growth for self and others.
- * (25) Maintain a network of peer contacts through professional organizations.
- * (26) Plan and develop in-service activities at both the department and school levels.
- * (27) Participate in the development of annual goals and objectives of the department.
- * (28) Provide technical assistance to those assigned or by request.
- * (29) Keep well informed about current trends and best practices in areas of responsibility.
- * (30) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (31) Administer the employee grievance procedure adopted by the School Board.
- * (32) Prepare and coordinate with legal staff in the conduct of hearings related to employee relations.
- * (33) Provide in-service and guidance to appropriate District administrators throughout the grievance procedure.
- * (34) Represent the Superintendent at levels of the grievance procedure and in arbitrating contract issues.
- * (35) Assist in developing the District budget.
- * (36) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (37) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (38) Consistently represent the District in a positive and professional manner.
- * (39) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (40) Maintain thorough and current knowledge of local, state and federal laws and regulations, proposed legislation and employee relations case law, concerned with collective bargaining and employee relations.

COORDINATOR II – EMPLOYEE SERVICES (Continued)

- * (41) Investigate problems relating to employee grievances, disciplinary action and working conditions and recommend appropriate action to the Superintendent.
- * (42) Assist in implementing the District's goals and strategic commitments.
- * (43) Exercise proactive leadership in promoting the vision and mission of the District.
- * (44) Set high standards and expectations for self and others.
- * (45) Facilitate problem solving by individual or groups.
- * (46) Provide leadership and direction for assigned areas of responsibility.
- * (47) Utilize proactive leadership in identifying potential problems.
- * (48) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (49) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments.

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

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 6 (12 Months)

Date of Board Approval: 08/16/11