

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

INVESTIGATOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution in Criminal Justice or a related field. Experience in the field may be substituted.
- (2) Minimum of five (5) years experience with a background in hiring processes, background investigations, criminal and personnel investigations and knowledgeable of progressive discipline procedures within a union contract.
- (3) Florida Police Standards and Training Commission Police Officer Certification or Certified Federal Law Enforcement Officer.
- (4) Membership to a Professional Investigators Organization.
- (5) Valid Florida Driver's License.
- (6) 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:

Ability to interpret, understand and apply a negotiated agreement. Knowledge of interrelationships between personnel and management. Ability to work well with people. Knowledge of laws, rules and regulations governing human resource practices. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge and understanding of the intricacies of investigative techniques. Ability to interpret a professional Code of Ethics and advise on the uniform application of those standards. Knowledge of Florida State Statutes, School law. Proficiency in the use of technology and motor vehicles, experienced in criminal and personnel investigations, able to work with diverse representatives of the community. Knowledgeable of union contracts and progressive discipline.

COST CENTER: Superintendent of Schools

REPORTS TO: Deputy Superintendent

JOB GOAL
To assist cost center heads in the maintenance of a high quality staff through fair, thorough criminal investigations and/or background checks, the application of professional Codes of Ethics, investigations of allegations of violations of those codes, and the recommendation of equitable behavioral adjustment measures.

SUPERVISES:

NA

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1) Receive complaints from various customer groups and take appropriate action.

*(2) Conduct investigations regarding allegations of employee misconduct.

- * (3) Advise and provide training to administrators on proper investigative methods.
- * (4) Coordinate with Florida Department of Education, when appropriate, regarding teacher misconduct and certification issues related to misconduct.
- * (5) Train cost center heads on the appropriate use of investigative techniques and progressive discipline.
- * (6) Provide investigative reports to appropriate personnel.

Inter / Intra-Agency Communication and Delivery

- * (7) Refer to and assist law enforcement agencies with investigations when appropriate.
- * (8) Assist supervisors and cost center heads with problem resolution regarding employees or volunteers.
- * (9) Assist in developing procedures regarding background checks and investigations.
- * (10) Assist in criminal background checks on volunteer applicants.
- * (11) Assist in criminal background checks on all job applicants.
- * (12) Monitor and oversee Human Resource investigations for the school district.
- * (13) Assist in the interpretation of programs, philosophy and policies of the District to staff, student and the community.
- * (14) Respond to inquiries or concerns in a timely manner.

Professional Growth and Development

- * (15) Keep well informed about current trends and best practices in areas of responsibility.
- * (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (17) Promote and support professional growth for self and others.
- * (18) Develop annual goals and objectives consistent with and in support of District goals and properties.
- * (19) Maintain a network of peer contacts through professional organizations.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (21) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (22) Serve on District, state or community councils or committees as assigned or appropriate.
- * (23) Represent, consistently, the District in a positive and professional manner.

Leadership and Strategic Orientation

- * (24) Provide leadership and direction for the assigned areas of responsibility.
- * (25) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- * (26) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (27) Assist in implementing the District's goals and strategic commitments.
- * (28) Exercise proactive leadership in promoting the vision and mission of the District.
- * (29) Provide oversight and direction for cooperative planning with other agencies.
- * (30) Set high standards and expectations for self and others.
- * (31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (33) Facilitate problem solving by individuals or groups.
- * (34) Assist law enforcement agencies and serve as point of contact when applicable.
- * (35) Apply skills in the use and care of technology and motor vehicles.
- * (36) Maintain confidentiality consistent with the goals and objectives of this position
- * (37) When appropriate assist the District in presenting evidence at legal proceeding dealing with employee misconduct.
- * (38) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 6

School Board Approved –

