

JOB DESCRIPTION

TITLE DIRECTOR OF LABOR RELATIONS, LEGISLATION &
EMPLOYEE INVESTIGATIONS

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's Degree and three to five years school-based and/or district administrative experience or equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities for this position.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or the school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

8. Analyzes legislative bills and issues and facilitates review by appropriate staff in order to provide feedback to legislators, the Legislative Lobbyist and the Board.
9. Works collaboratively with the Legislative Lobbyist, garners information from staff to assist with lobbying efforts, and provides periodic legislative updates to staff.
10. As appropriate, serves as the District staff liaison to the Florida School Boards Association, the South Florida Consortium of School Boards, and other local organizations regarding legislative issues.
11. Coordinates an annual event to express appreciation to local legislatures.
12. Conducts and coordinates investigations of alleged misconduct thoroughly and expeditiously.
13. Prepares written reports on the results of investigations, including, but not limited to, back up information and appropriate recommendations for action. Submits such reports to the District General Counsel for review.
14. Prepares written weekly reports on the status of all open investigations. Submits such reports to the District General Counsel and Superintendent.
15. Maintains thorough and current knowledge of local, state and federal laws concerning employee misconduct.
16. Prepares or oversees the preparation of all required reports related to employee investigations and maintains appropriate records as required by state and federal laws and rules.
17. Files reports pertaining to misconduct of certified employees to the Department of Education, Professional Practices Services Office as required by Florida Law and approved by the Superintendent.
18. As appropriate, develops and recommends policies and administrative procedures related to all areas of responsibility.
19. Participates in the establishment of strategic goals and objectives for assigned areas of responsibility which will support the District Strategic Plan and the Superintendent's goals.
20. Performs other duties as assigned.