

<b>Job Title:</b>	Coordinator, Employee Relations	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Director Employee Relations	<b>Pay Grade:</b>	107
<b>Dept/School:</b>	Human Resources	<b>Date Revised:</b>	July 29, 2019

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**Primary Purpose**

Assist in the administration of the District's employee relations function in support of quality programs and effective practices in its management. Interpret State Educational Code and recommend policies, procedural language and regulations for the District.

**Qualifications****Education/Certification**

Master's Degree in human resources, business administration, public administration, education, or related field

**Special Knowledge/Skills**

- Knowledge of school employment law
- Knowledge of personnel law
- Knowledge of policy and procedure development
- Knowledge of mediation and grievance resolution
- Strong communication, oral and written skills

**Experience**

Three (3) years experience in human resources or school management

**Major Responsibilities and Duties****Administrative Management**

1. Assist with employee relations operations to ensure functions are clearly delineated, understood and supportive of instructional goals and objectives of the District.
2. Demonstrate guidance in managing and resolving employee-related conflict.
3. Serve in a supporting role in addressing employee grievances.
4. Assist with interpreting and responding to Equal Employment Opportunity Commission (EEOC) claims through written response and/or personal appearance.
5. Provide guidance to administration in conflict resolution and grievance mediation.
6. Provide staff development training on conflict resolution.
7. Assist with interpreting and creating policy and procedural language in support of Board and Superintendent Goals.
8. Use collaborative and decision-making processes and problem solving techniques as appropriate.
9. Ensure compliance with all personnel laws and regulations (EEOC, Title IX, Fair Labor Standards, and other applicable laws).
10. Maintain records as required by the District, Texas Education Agency, courts and other agencies and regulatory bodies, and Board policy.
11. Prepare and submit reports required by the Superintendent, Board, Texas Education Agency, and other state and federal agencies, and any records subpoenaed by a court of law.
12. Provide guidance on legal issues related to the Americans with Disabilities Act of 1990 (ADA) and facility related issues and compliance.
13. Interface with legal counsel as required.

**Personnel Management**

14. Participate and assist in the oversight of investigations of employee misconduct.
15. Organize and coordinate staff development programs and activities for respective departmental staff.

16. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other administrators and staff.
17. Assist in developing, maintaining a positive and collaborative climate, inter-departmentally and District-wide.
18. Support staff to ensure continuous improvement with administrative and technical assistance in supporting campuses and departments, as applicable.

**School and Community Relations**

19. Articulate the District's mission to the community and solicits support in realizing the mission.
20. Through mediation, dialogue and example, work closely with employee representative groups to seek timely and fair settlement to employee grievances.
21. Maintain awareness of District and community needs through guidance, policy creation, and articulation with the Superintendent and Board.
22. Participate in administrative meetings, study committees, staff training programs, task forces, consultation teams, court mediation sessions, and other programs and activities as required.
23. Establish and maintain high visibility in schools through visitations, workshop presentations, and policy interpretation training, as requested by the Superintendent, Board and immediate supervisor.
24. Pursue professional development through reading, attending conferences, and involvement with related agencies.
25. Stay informed of legal issues and developments at the state, federal, and local level.

**Supervisory Responsibilities**

Supervise assigned personnel

**Equipment Used**

Standard office equipment, including personal computer and peripheral

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. May work prolonged or irregular hours. Requires prolonged use of the computer and repetitive hand motions.

**Terms of Employment**

226 days; salary rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.