

Job Title: Executive Director Employee Relations **Wage/Hour Status:** Daily, Exempt
Reports to: Assistant Superintendent Human Resources **Pay Grade:** 109
Dept. /School: Human Resources **Date Revised:** December 3, 2020

Primary Purpose

Direct and manage the District's employee relations' function to insure quality programs and effective practices in its management. Interpret State Educational Code and recommend policies, procedural language and regulations for the District in support of the employee relations. Oversee the management and analysis of compensation policies, governmental regulations, and prevailing wage rates to develop a competitive compensation plan.

Qualifications

Education/Certification

Master's Degree in Human Resources, Business Administration, Public Administration, Education, or related field

Special Knowledge/Skills

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

Experience

Five (5) years administrative experience in human resources or school management

Major Responsibilities and Duties

Instructional Management

1. Ensure employee relations and District appraisal operations are clearly delineated, understood and supportive of instructional goals and objectives of the District.
2. Participate in teacher development needs assessments as requested.
3. Provide guidance and serve as a resource in the interpretation of the Texas Assessment requirements.
4. Demonstrate guidance in managing and resolving employee-related conflict.
5. Serve as the District hearing officer in employee grievances.
6. Interpret and respond to Equal Employment Opportunity Compliance (EEOC) claims through written response and/or personal appearance.
7. Provide guidance to administration in conflict resolution and grievance mediation.
8. Provide staff development training on conflict resolution.
9. Interpret and create policy and procedural language in support of Board and Superintendent goals.
10. Represent the Superintendent at Board, court, and other meetings as required.
11. Use collaborative and decision making process and problem solving techniques as appropriate.
12. Ensure compliance with all personnel laws and regulations (EEOC, Affirmative Action, Title IX, Fair Labor Standards, and other applicable laws).
13. Provide oversight and participate in investigations of employee misconduct.
14. Recommend suspension of contractual employees, subject to Board approval; recommend contract renewal and nonrenewal; recommend dismissal of non-contractual personnel.
15. Provide recommendations to the Superintendent and Board regarding discipline of personnel; grievances, and other personnel actions required by Board decisions.
16. Interface with legal counsel as required.

Administrative and Fiscal/Facilities Management

17. Maintain records as required by the District, Texas Education Agency, Courts and other agencies and regulatory bodies and Board policies, and prepare all necessary reports.

- 18. Prepare and submit reports required by the Superintendent, Board, and the Texas Education Agency, and other state and federal agencies and any records subpoenaed by a court of law.
- 19. Prepare recommendations for annual budget as requested.
- 20. Provide guidance on legal issues related to ADA, and facilities related issues and compliance.
- 21. Perform other duties as assigned by supervisor.

School and Community Relations

- 22. Articulate the District’s mission to the community and solicit support in realizing the mission.
- 23. Through mediation, dialogue and example, work closely with employee representative groups to seek timely, fair settlement to employee grievances.
- 24. Maintain an awareness of District and community needs and work toward supporting those needs through guidance, policy creation, and articulation with the Superintendent and Board.
- 25. Participate in administrative meetings, study committees, staff training programs, task forces, consultation teams, court mediation sessions, and other programs and activities as required.
- 26. Establish and maintain high visibility in the schools through visitations, workshop presentations, and policy interpretation training as requested by the Superintendent, Board, and immediate supervisor.
- 27. Pursue professional development through reading, attending conferences, and involvement with related agencies.
- 28. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other administrators and staff.
- 29. Keep abreast on legal issues and development at the state, federal, and local level.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent districtwide travel; frequent prolonged and irregular hours.

Terms of Employment

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

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, Rosa Ramos at 230-2031; 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.