

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INVESTIGATIONS SPECIALIST

SALARY SCHEDULE: SSP-13

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Bachelor's Degree from an accredited educational institution preferred.
- (3) Minimum of five (5) years successful experience in investigative work, either in law enforcement, private sector or other organization that conducts investigations.
- (4) Certified in NCIT or similar investigative training or ability to complete within 6 months of hire.
- (5) Strong oral and written communication skills.
- (6) Ability to work under stress and meet pressing deadlines.
- (7) Must have scores on file with Human Resources as follows:
 - a) Microsoft Word 90%
 - b) Microsoft Excel 75%

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of investigation strategies and record keeping. Knowledge of the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida and related statutes. Ability to develop and implement employee disciplinary guidelines and procedures and investigate, and report on and complaints of employee misconduct. Ability to communicate effectively both orally and in writing. Ability to organize and prioritize activities. Ability to work independently and as part of a service deliver team. Ability to work under stress and meet deadlines.

REPORTS TO:

Employee Relations and Equity Administrator

JOB GOAL

To provide for the origination and maintenance of all Human Resources investigative records, background screening and fingerprinting, for applicants, employees, administrators, substitutes, and contracted services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Conduct inquiries and investigations of employee complaints and misconduct to ensure fair and equitable due process for employees and a timely, reasonable, and consistent resolution of such.
- * (2) Train administrators on processes and protocol for conducting internal investigations.
- * (3) Train administrators on procedures for addressing employee standard of conduct and progressive discipline practices to ensure consistency throughout the district.
- * (4) Review/analyze investigation data and generate reports.
- * (5) Maintain contact with Department of Education Office of Professional Practices and other agencies that may be impacted during the investigation and reporting results.

INVESTIGATION SPECIALIST (Continued)

- * (6) Oversee districts fingerprinting and background screening process.
- * (7) Establish a system to flag employees who have been dismissed for misconduct to ensure they are not eligible for reemployment.
- * (8) Update principals and department heads on legislative changes that impact professional standards and ensure that protocols and practices are reflective of such changes.
- * (9) Prepare written documentation of disciplinary action taken at the district level.
- * (10) Refer to and assist law enforcement agencies with investigations when appropriate
- * (11) Prepare all required reports and maintain all appropriate records.
- * (12) Exhibit support for the District's vision, mission, goals and priorities.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Provide for a safe and secure workplace.
- * (15) Model and maintain high ethical standards.
- * (16) Follow attendance, punctuality and proper dress rules.
- * (18) Maintain confidentiality regarding school matters.
- * (19) Maintain positive relationships with staff and vendors.
- * (20) Participate in workshops and training sessions as required.
- * (21) Keep supervisor informed of potential problems or unusual events.
- * (22) Respond to inquiries and concerns in a timely manner.
- * (23) Follow all School board policies, rules and regulations.
- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Sustained focus and attention to detail for extended periods of time.
- (26) 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