

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR, PROFESSIONAL STANDARDS

SALARY SCHEDULE: ADMINISTRATIVE I

COST CENTER: DEPUTY SUPERINTENDENT (9049)

QUALIFICATIONS:

- Bachelor's degree in human resource, labor relations, criminology or related field required. Master's degree strongly preferred.
- Minimum of five (5) years of increasingly responsible experience in employee relations, human resources, or school-based leadership is required.
- Minimum of five (5) years of specific experience in conducting investigations is required.
- NCIT training must be completed within six (6) months.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Florida Educational Standards; In-depth knowledge of the Principles of Professional Conduct for the Education Profession in Florida and the Code of Ethics.
- Comprehensive understanding of due process, employee rights, collective bargaining agreements, and federal/state laws.
- Knowledge of investigation techniques, legal proceedings, and specific protocols for dealing with institutional child abuse concerns.
- Familiarity with Administrative hearings and State Board of Education rules.
- Demonstrated ability to exercise good judgement and maintain consistency in decision and outcomes.
- Demonstrated ability to effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports and represent ideas clearly and concisely.
- Demonstrated ability to build and maintain relationships across schools and departments and with diverse groups, including community and business partners.
- Strong time management skills and the ability to design workflows, procedures, and continuous improvement processes.

REPORTS TO:

Deputy Superintendent

JOB OBJECTIVE:

To foster and promote ethical behavior as an operational standard of performance across all district worksites and provide comprehensive investigative services regarding matters of professional standards. This role assists in developing and implementing employee disciplinary guidelines, investigating allegations of misconduct, and facilitating problem resolution concerning all personnel to ensure compliance with district goals and state laws.

SUPERVISES:

Investigator
Administrative Assistant III

PERFORMANCE RESPONSIBILITIES:

- Direct and coordinate all phases of investigations into employee misconduct, ensuring legal sufficiency and maintaining confidential procedures for handling allegations. Supervises and follows-up with

SUPERVISOR, LABOR RELATIONS (Continued)

- arrested employee cases.
- Serves as a liaison for the FLDOE Bureau of Professional Practice Services (PPS), the State Attorney's Office, the Department of Children and Family Services, and for Chapter 120 hearings.
- Oversee the scheduled and agenda preparation for Professional Standards Committee meetings and make recommendations for case resolutions.
- Implements the departmental complaint process, receive complaints from various customer groups and takes appropriate action, including directing administrators to conduct investigations. Routes completed investigation files through the complaint disposition process.
- Cooperate with and assists Risk Management with investigations related to FMLA or worker's compensation fraud claims
- Inform the Superintendent of on-going investigations or arrests that may be "high profile". Prepare for the Superintendent appropriate responses to customers regarding complaints.
- Recommend appropriate disciplinary action based upon best practice to the Professional Standards Committee and Superintendent.
- Prepare written documentation of disciplinary action taken at the district level. Prepare charging letters, stipulations of agreement, background information, and agenda items for the Superintendent and the School Board.
- Prepare and forward disciplinary packages to Professional Practices Services and assist PPS with investigations.
- Advise and assist site-based supervisors and administrators regarding employee issues.
- Provide training in due process, Cod of Ethics and Principles of Professional Conduct, employee disciplinary guidelines, progressive discipline, and investigations.
- Respond to inquiries or concerns in a timely manner.
- Disseminate information and current research to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and properties.
- Maintain a network of peer contacts through professional organizations.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned areas of responsibility.
- Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Facilitate problem-solving by individuals or groups.

SUPERVISOR, LABOR RELATIONS (Continued)

- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- 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