



DIRECTOR – PROFESSIONAL STANDARDS AND LABOR RELATIONS

SUMMARY/SCOPE/GOAL

To assist with support of all employees of Brevard Public Schools. Direct Office of Professional Standards with employment laws, policies, and regulations in a manner that will promote employee safety, compliance, and morale. Manage the grievance process including processing Step 3 grievances. Prepare and present arbitration cases on behalf of the district. Assist with managing and supporting principals with the 90-day performance probationary plan process for support staff and the first-year probationary plan for instructional personnel. Serve as the lead trainer for internal and external department specific training.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree from an accredited institution.
- Five (5) years of experience in employee relations and/or human resources.
- Demonstrated knowledge of Human Resources rules, regulations, and policies such as ADA, FMLA, Fair Labor Standards, EEO, Workers Compensation and labor contracts.
- Minimum four (4) years of experience in employee investigations.
- Demonstrated success working with and through people in establishing objectives and action plans to produce expected results.

PREFERRED/DESIRED:

- Master's degree in Human Resources or related field, or Juris Doctor preferred.
- Experience in public education preferred.
- Experience working in a collaborative bargaining environment preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Manifests a professional code of ethics and values.
2. Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing the school Board of Brevard County in a positive light.
3. Models the routine, intentional, and effective use of technology in daily work, including communication, organization, and management tasks.
4. Provide assistance, expertise, and support services to work locations with the implementation of employee professional standards and services in terms of their effectiveness in supporting all schools to achieve district priorities.

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5. Provide leadership and management of professional standard consistent with federal, state, and district regulations and assist central office departments and other non-school related work locations with compliance.
6. Assist with the management and support of principals with the 90-day performance probationary plan process for support personnel and first year probationary plan process for instructional personnel.
7. Manage the grievance process including processing Step 3 grievances.
8. Prepare and present arbitration cases on behalf of the district as assigned.
9. Provide support to district legal counsel regarding grievances, arbitrations, mediations, and other employee compliance matters.
10. Develop and provide professional standards services and programs identified as necessary for district wide consistency and standardization.
11. Provide staff with interpretations of collective bargaining agreements and school board policies, rules and administrative procedures which are related to collective bargaining, to assist in achieving expected district goals.
12. Serve as Chief Negotiator and conduct negotiations with all bargaining units. ‘
13. Keep the Deputy Superintendent/Chief Human Resources Officer informed of critical issues, within the department and incidents that the Superintendent and Board should be aware.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of organization and management theory and practice. Knowledge of current educational trends and research. Knowledge of group dynamics. Knowledge and commitment to decentralized decision-making and accountability of results. Ability to read, interpret, and enforce State Board Rules, school board policy, federal and state laws governing employee standards, and compliance. Ability to understand and enforce collective bargaining agreements to include grievances, arbitrations, and mediations. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interviewing techniques, investigative techniques, coaching, and evaluation procedures. Ability to analyze and resolve complex interpersonal conflicts. Ability to use public speaking skills effectively. Ability to work and communicate effectively with people through written and oral communication towards the achievement of district goals. Ability to facilitate group processes in consensus building, conflict resolution, planning, and decision-making. Understands that quality leading and learning are an essential process and product of public schools and has the ability to focus Professional Standards for all human resources toward this end.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Professional Standards and Labor Relations
TITLE CODE:	D0205	CONTENT BY:	Deputy Superintendent/Chief Human Resources Officer
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	9/13/16	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/25/16	Developed	
1.1	3/1/2021	New Format	Ellie Kelly – Human Resources
1.2	12/7/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.