

EMPLOYEE NAME: _____

Created: 1/15; Revised: 10/16; 6/18; 8/19

JOB DESCRIPTION

POSITION TITLE: Senior Executive Director, Employee Relations	JOB CODE: 473Y
DIVISION: Human Resources	SALARY SCHEDULE: N/A
DEPARTMENT: Employee Relations	WORK DAYS: 238
REPORTS TO: Deputy Superintendent	PAY GRADE: NZOO (Based on CH66, Steps 27-29)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Deputy Superintendent with various aspects of his/her responsibilities; acts as a liaison for the District with several agencies; investigates reports of employee misconduct.	

REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: PHR or SPHR certification preferred; experience conducting investigations preferred
3.	Experience: 3 years' experience in a supervisory or leadership role
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; investigation; leadership; planning; public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises and evaluates Employee Relations staff.
3.	Directs/conducts investigations regarding reports of violations of Code of Ethics, school board rules, EEO issues, ADA accommodation requests.
4.	Directs/conducts investigations regarding reports of misconduct, arrests, or illegal activities by employees.
5.	Acts a District Liaison with DFCS, law enforcement, the Professional Standards Commission, and educator associations.
6.	Disseminates the Code of Ethics, monitors changes in the Code, and acts as a resource to Principals and central office administrators regarding the Code of Ethics.
7.	Recommends employee disciplinary action to the Deputy Superintendent based on investigation results.
8.	Advises Principals, Level Superintendents, and other District personnel on the GA Fair Dismissal Act provisions and procedures; supervises the organization of FDA personnel hearings.
9.	Advises Administrators regarding the processing of formal employee grievances filed under Board Rule GAE.
10.	Supervises the Non-renewal process.
11.	Conducts training for Principals and other supervisors regarding personnel policies and procedures.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____