DIRECTOR, Employee Relations/Differentiated Accountability/Response to Intervention

QUALIFICATIONS

- Master’s Degree or higher in school administration, supervision and/or educational leadership is preferred.
- Training or experience in the basic principles, current practices, and methods of collective bargaining.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to be sensitive to management viewpoint and working knowledge of labor law, school personnel law and public sector collective bargaining.
- An understanding of the policies, reporting processes, and procedures associated with Differentiated Accountability (DA), the Elementary and Secondary Education Act (ESEA), and the Individual with Disabilities in Education Act (IDEA).
- Working knowledge of Response to Intervention (RtI) and the ability to oversee the implementation of a tiered system of support for students experiencing academic and behavior deficiencies.

SUPERVISION

REPORTS TO

- Executive Director of Human Resources and Professional Standards
- Deputy Superintendent of Instruction

SUPERVISES

- Assigned Personnel

POSITION GOAL

To plan, organize, and coordinate negotiations with all employee groups within the school system for purposes of collective bargaining, monitor the implementation of the negotiated contracts, ensure compliance with the provisions of ESEA and the State mandated Differentiated Accountability Program, and lead the district-wide implementation of Response to Intervention.

PERFORMANCE RESPONSIBILITIES

1. *Counsel the staff in matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, and federal and state regulations.
2. *Plan, organize, and coordinate negotiations and contract administration with employee groups of the school system.
3. *Plan, organize, and coordinate matters in fact finding arbitration, unfair labor charges and representation cases heard before public commissions for other bodies.
4. *Administer the employee grievance procedure adopted by the School Board, and assist the Superintendent in cases appealed to the District level.
5. *Interpret to the school system staff and representatives of employee organizations those policies, rules and procedures related to collective bargaining as well as maintain current knowledge of all local, state, and federal legislation touching on areas of employee relations in the school situation.
6. *Serve as the primary contact for the school system staff with representatives of employee organizations on questions concerning the interpretation and implementation of policies and rules adopted by the School Board.
7. *Serve as the liaison with Department of Education officials and other state agencies concerned with employee relations, as well as Florida School Board Association, Florida Association of District School Superintendents, and Florida Educational Negotiators.
8. *Assist the Superintendent in the formulation, development, and implementation of procedures to comply with rules and policies adopted by the School Board that are related to collective bargaining.
9. *Assist the Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations, and secure School Board reactions on negotiation proposals.
10. *Serve as a member of the Superintendent’s Educational Support Team, and chair or serve on other committees related to the collective bargaining process.
11. *Coordinate and manage the function of the system’s salary schedule, and employee calendars including the preparation, presentation and publication.
12. *Provide assistance to the Superintendent and School Board in the drafting of state legislation proposed by the School District for presentation to the State Legislature.
13. *Administer employee attendance bonus programs, the Advanced Placement and International Baccalaureate bonus programs, the Performance Based Pay process for teachers, and the Florida Lead Teacher stipend program.
15. *Assist schools in preparing for school visits and reviews conducted by the Florida Department of Education.
16. *Present DA, RtI, and NCLB information to parents, teachers, administrators and community members.
17. *Coordinate and lead the District RtI Leadership Team in developing strategies and processes necessary for the implementation of the District RtI Plan.
18. *Update the School Board and Superintendent on matters relating to DA and RtI.
19. *Communicate with the Employee Unions relevant portions of DA and RtI that relate to school personnel.
20. *Provide technical assistance and support to RtI teams, faculty and administration.
21. *Communicate and collaborate with RtI team members regarding targeted groups and individual needs.
22. *Analyze universal screening data to assist RtI teams with the development of Tier I academic and behavioral interventions.
23. *Analyze school-based data to determine the effectiveness of core instruction/interventions.
24. *Analyze progress monitoring data to assist the RtI teams with the development of evidenced-based and/or research-based Tier II and Tier III academic and behavioral interventions.
25. *Collect and analyze data to assess the effectiveness of academic and behavior instruction at the supplemental (Tier II) and intensive (Tier III) level.
26. *Assist RtI teams with data analysis and determination of intervention effectiveness.
27. Perform other duties as assigned by the Executive Director of Human Resources and Professional Standards and by the Deputy Superintendent of Instruction.

*Denotes essential job function/ADA

**EQUIPMENT / MATERIALS**

Standard Office Equipment

**PHYSICAL REQUIREMENTS**

**Sedentary Work**  Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects.  Sedentary work involves sitting most of the time.  Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**PHYSICAL ACTIVITIES**

**Sitting**  Resting with the body supported by the buttocks or thighs.

**Standing**  Assuming an upright position on the feet particularly for sustained periods of time.

**Walking**  Moving about on foot to accomplish tasks, particularly for long distances.

**Climbing**  Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

**Balancing**  Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Twisting**  Moving body from the waist using a turning motion.

**Reaching**  Extending hand(s) and arm(s) in any direction.

**Finger Dexterity**  Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

**Repetitive Motions**  Substantial and continuous movements of the wrists, hands, and/or fingers.

**Talking**  Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

**Hearing Acuity**  The ability to perceive speech and other environmental sounds at normal loudness levels.

**Visual Acuity**  The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.
**WORKING CONDITIONS**

**Indoors**

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

**TERMS OF EMPLOYMENT**

<table>
<thead>
<tr>
<th>PAY GRADE</th>
<th>POSITION CODES</th>
<th>FLSA</th>
<th>BOARD APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO 02-B</td>
<td>PeopleSoft Position TBA</td>
<td>☐ Applicable ☒ Not applicable</td>
<td>Previous Board Approval</td>
</tr>
<tr>
<td>District Salary Schedule</td>
<td>Personnel Category 02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Months 12</td>
<td>EEO-5 Line 06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Days 258</td>
<td>Function 7100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Hours 37.5</td>
<td>Job Code 1426</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Hours 1935</td>
<td>Survey Code 77319</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**District Salary Schedule**

**Personnel Category** 02

**Function** 7100

**Survey Code** 77319

**ADA Information Provided by** Stephen Bouzianis

**Position Description Prepared by** Boyd Karns

**Previous Board Approval**

<table>
<thead>
<tr>
<th>District Salary Schedule</th>
<th>Months 12</th>
<th>Annual Days 258</th>
<th>Weekly Hours 37.5</th>
<th>Annual Hours 1935</th>
<th>PeopleSoft Position TBA</th>
<th>Personnel Category 02</th>
<th>Function 7100</th>
<th>Job Code 1426</th>
<th>Survey Code 77319</th>
<th>☐ Applicable ☒ Not applicable</th>
<th>Previous Board Approval</th>
<th>Board Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AO 02-B</strong></td>
<td>$78,814</td>
<td>$120,899</td>
<td></td>
<td></td>
<td>PeopleSoft Position TBA</td>
<td>Personnel Category 02</td>
<td>Function 7100</td>
<td>Job Code 1426</td>
<td>Survey Code 77319</td>
<td>☐ Applicable ☒ Not applicable</td>
<td>Previous Board Approval</td>
<td>Board Approved</td>
</tr>
<tr>
<td><strong>District Salary Schedule</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Board Approved</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Previous Board Approval</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pay Grade:** AO 02-B

**Salary Range:** $78,814 - $120,899

**Board Approved:**

- June 15, 2010
- July 17, 2000
- May 23, 2005

**Previous Board Approval:**

- July 17, 2000
- May 23, 2005

**Annual Days:** 258

**Annual Hours:** 1935

**Weekly Hours:** 37.5

**Function:** 7100

**Survey Code:** 77319

**ADA Information Provided by:** Stephen Bouzianis

**Position Description Prepared by:** Boyd Karns