



**Job Title:** Coordinator – Employee Services

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 6

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to effectively coordinate a collaborative process between management and employees which develops working conditions and compensation that maintains an efficient and effective workforce; to interpret and support the administration of employee contracts; to assist employees and represent the District in unemployment, retirement, and leave issues.

### **ESSENTIAL JOB FUNCTIONS**

- Serves as the negotiator in the conduct of negotiations with employee certified bargaining representative.
- Coordinates all aspects of labor contract administration during the terms of the agreements with employee organizations and interprets the negotiated agreements to members of the staff as appropriate.
- Serves as the primary contact for the school system staff with representatives of employee organizations for questions concerning the interpretation and implementation of policies adopted by the School Board.
- Serves as the administrator of the START Program.
- Interprets to the school system staff and representatives of employee organizations, those policies, regulations, and procedures related to collective bargaining.
- Develops proposals and counter-proposals for negotiation and provides leadership for members of management serving on the bargaining team.
- Interprets and explains complex federal, state, and local laws.
- Establishes and maintains procedures and operations manuals.
- Plans and carries out assigned projects, representing the District in unemployment, retirement, and leave issues.
- Prepares complete, accurate reports, complex statements, and detailed budgets.
- Researches related methods and interprets the appropriate application of policies and procedures in making recommendations for specific procedures to be used in implementing federal and state requirements in the District.
- Serves as department lead on all aspects of the employee evaluation system.
- Assists in the development of local manuals, procedures, and forms to meet federal and state requirements.

- Assists in maintaining the formal data collection system needed in program planning, evaluation, and allocation of resources.
- Maintains regular liaison with Department of Education officials and other state agencies concerned with employee relations, including the Florida School Board Association, Florida Association of School Administrators, and Florida School Labor Relations Service.
- Maintains a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.
- Keeps the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- Consults with the Information Technology Department and Budgeting Office on technical matters.
- Interacts with a variety of District stakeholders, giving and/or exchanging information, resolving problems, and providing services.
- Assists District office staff with problems encountered.
- Answers inquiries pertaining to policy and procedure, record keeping, reporting, and internal controls.
- Consults with the Department of Education (DOE) on interpretation of applicable laws, rules, and policies.
- Disseminates information and current research to appropriate personnel.
- Responds to inquiries or concerns in a timely and courteous manner.
- Remains current with appropriate rules, laws, policies, and regulations.
- Promotes and supports professional growth for self and others.
- Maintains a network of peer contacts through professional organizations.
- Plans and develops in-service activities at both the department and school levels.
- Participates in the development of annual goals and objectives of the department.
- Provides technical assistance to those assigned or by request.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Prepares and coordinate with legal staff in the conduct of hearings related to employee relations.
- Provides in-service and guidance to appropriate District administrators throughout the grievance procedure.
- Represents the Superintendent at levels of the grievance procedure and in arbitrating contract issues.
- Assists in developing the District budget.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Consistently represents the District in a positive and professional manner.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Masters' Degree from an accredited educational institution.
- Certification in Educational Leadership or School Principal preferred.
- Minimum of ten (10) years of successful educational experience in a public school, school based and District combination preferred.

- Experience with negotiations and contracts and in dealing with collective bargaining.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of laws, statutes, rules, and policies governing education.
- Requires the ability to display knowledge of School Board policies, Florida Statute 447, and employment-related rules under the Public Employees' Relations Commission the Federal Justice Department and the Equal Employment Opportunity Commission.
- Requires the ability to display a working knowledge of legal proceedings of evidence submission, brief preparation, and arbitration conduct.
- Requires the ability to display operational knowledge of the four major divisions of the School District and school sites.
- Requires the ability to display knowledge of instructional programs and practices for appropriate level.
- Requires the ability to display knowledge of District personnel procedures and practices.
- Requires the ability to prepare and maintain complex manual and automated records.
- Requires the ability to work with people in an effective manner.
- Requires the ability to communicate effectively both orally and in writing.
- Requires the ability to plan, organize, and implement long range programs.
- Requires the ability to use data in the decision-making process.
- Requires the ability to display good time management skills.
- Requires the ability to remain composed and professional in stressful situations.
- Requires the ability to determine strategy as well as long range goals for the organization.
- Requires the ability to design processes, allocate resources, and report to elected officials or the public.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units and the appropriate level of resources to meet the organization's needs.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**