



EMPLOYEE NAME: _____

Created: 04/23

JOB DESCRIPTION

POSITION TITLE: Employee Relations Supervisor	JOB CODE: 473C
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: HR Employee Relations & Evaluations	WORKDAYS: Annual Administrative Employees
REPORTS TO: Executive Director, Employee Relations, and Evaluations	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assist in the supervision and overall departmental management of the Employee Relations office while conducting investigations concerning reports of violations of the Code of Ethics for Educators, school board policies, rules and regulations, misconduct and illegal activities by employees.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: None
3.	Experience: Minimum 5 years’ experience conducting investigations and 3 years’ experience in a supervisory or leadership role while working in criminal justice, education, and/or Human Resources.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, frequent travel by car throughout the district
5.	Knowledge, Skills, & Abilities: Written and oral communication skills, public relations, investigations, and training.

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.	Assigns and reviews investigations regarding violations of the Code of Ethics, misconduct, arrests, and illegal activity by employees.
3.	Supervises and evaluates investigative staff.
4.	Investigates alleged violations of School Board Policies, EEO issues, and sexual harassment.
5.	Conducts meetings to implement employee disciplinary action e.g., suspension, termination, non-renewal.
6.	Creates correspondence to employees regarding employee discipline.
7.	Supervises and manages Fair Dismissal Hearings when necessary.
8.	Acts as a liaison for the District with the DFCS, Crimes Against Children, the PSC, and court systems.
9.	Assists with the writing, review, and revision of Personnel policies.
10.	Reports alleged Code of Ethics Violations to the PSC; provides testimony in hearings if necessary
11.	Provides training to supervisors / administrators regarding employee discipline and documentation
12.	Assists local school administrators with documentation of employee job performance/misconduct concerns.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____