



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Employee Relations
Payroll/Personnel Type:	12 Month
Job #:	8902
Reports to:	Chief of Human Resources
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Employee Relations Director provides vision, leadership and strategic planning in the daily administration, application and enforcement of District policies and procedures in a manner consistent with all applicable laws and congruent with the District's vision, mission and values.

Essential Functions:

- Ensure that all components of Employee Relations function efficiently and effectively in service to schools, District offices, individual employees, and other District stakeholders
- Develop, implement and administer training for new employees related to District policies, practices and legal compliance requirements in a manner designed to increase compliance and promote equity and excellence
- Support administrators in implementing District policies related to performance, discipline, and related topics
- Develop, implement and administer processes for the efficient, fair and equitable investigation of alleged policy violations (e.g. EEOC, Wage and Hour, Harassment, ADA, Discrimination, employee disputes, etc.) for the purpose of ensuring that effective and legally-compliant resolutions are arrived at in a timely manner
- Develop, implement and administer rigorous and equitable standards of accountability for violation of District policies
- Develop, implement and administer processes for effective communication with District administrators
- Maintain comprehensive and detailed manual and electronic records in a manner consistent with all applicable laws and agile preparation for litigation (EEOC, ADA, labor contracts, vacancy listings, applicant tracking, etc.)
- Develop, implement and administer practices and procedures that ensure District compliance with Equal Employment Opportunity laws including Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and other similar federal and state laws
- Actively engage as a member of the HR leadership in a manner designed to ensure global compliance and equity
- Support the Chief of Human Resources and department staff as needed and/or assigned for the purpose of assisting in the performance of their work activities
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Highly visionary, with a belief that all children and adults are capable of greatness
- Deep understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities



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- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Effective leader of others with a strong ability to influence others across departments and teams both horizontally and vertically
- Able to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Specific skill-based competencies required to satisfactorily perform the functions of the job include the following: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; and utilizing pertinent software applications
- Able to review and interpret highly technical information, write technical materials, speak persuasively to implement desired actions, and analyze situations to define issues and draw conclusions
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include the following: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions
- Required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment
- Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods
- Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment
- Independent problem solving is required to analyze issues and create action plans
- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities

Experience:

- Experience managing employee relations or related Human Resources functions in a similar organization (preferred)
- Job-related experience within specialized field with increasing levels of responsibility (required)

Education:

- Master's Degree (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree



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Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Date

Immediate Supervisor

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.