

# Director II, Employee-Management Relations

## Position Details

Reference Code: A582

Division: Office of the Superintendent

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule,  
12 Months

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this licensed administrative position will provide services to the Clark County School District, including but not limited to: contract management, grievance hearings, and arbitration procedures. The person selected for this position will be directly responsible to the Chief of Staff, or designee, on a day-to-day basis, and will work frequently with other departments within the District including, the Office of the General Counsel, Payroll Department, and other District administrators.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in conflict resolution with employee organizations and between employees and management, and interacts with the appropriate divisions in accomplishing the same.
2. Consults with District counsel in the implementation of contract management and legal matters as they pertain to staff and maintain appropriate confidentiality.
3. Presides at grievance meetings and suspension/dismissal appeal meetings, as assigned.

4. Facilitates the negotiation and execution of settlement agreements with the various employee organizations and private attorneys.
5. Assists in the enforcement of settlement agreement provisions as they relate to employee discipline, employee pay issues, and other personnel matters.
6. Facilitates the implementation of employee discipline related to licensure matters.
7. Cooperates with other departments within the Human Resources Division to assure consistency in decisions and communications to staff concerning District regulations and procedures regarding leaves of absence, maintenance of employee personnel files, and accrual/use of sick leave and other leaves.
8. Provides administrative support with teacher seniority issues and teacher transfers and reassignments.
9. Assists with association leave procedures and compliance.
10. Facilitates and conduct sick leave reviews of all staff and make recommendations regarding the appropriate use of leave in accordance with the provisions of the negotiated agreements.
11. Assists with District representation at review appeals and facilitates the preparation and organization of all supporting documentation for presentation at appeal meetings.
12. Provides administrative support with the analysis of districtwide data regarding the use of leave by licensed staff and provides other analytical information, as required.
13. Represents the District in all administrative hearings (i.e., grievance, suspension, licensure, dismissals, etc.).
14. Advocates for the District in all non-dismissal arbitrations.
15. Trains other employee groups in supervision, evaluation, and disciplinary procedures.
16. Performs other duties related to the position, as assigned.

\* Please note: administrative employees may need to work additional time either at the assigned work location or away from such premises to fulfill the full scope of their professional responsibility, and administrators agree to perform that additional work necessary to adequately fulfill their professional responsibility without additional compensation. In addition, out-of-district travel may be required for trainings.

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## **Position Expectations**

1. Ability to demonstrate familiarity with Clark County School District employee contracts and regulations.

2. Ability to effectively interpret, apply, and articulate bargaining agreement provisions and District policies and regulations as they relate to personnel matters.
  3. Ability to interact effectively and diplomatically and work in cooperation with District personnel at all levels, as well as outside entities.
  4. Ability to work effectively under constant deadlines and time constraints.
  5. Ability to consistently perform and react effectively under pressure in a fast-paced environment with constant interruptions and often conflicting demands.
  6. Ability to manage multiple tasks and responsibilities and to prioritize accordingly.
  7. Ability to maintain strict confidentiality regarding personnel matters.
  8. Ability to delegate tasks appropriately and oversee the successful completion of the delegated assignments.
  9. Ability to navigate through basic computer programs, such as Windows, Microsoft Word, and Microsoft Access.
  10. Ability to attend to numerous and often-minute details.
  11. Ability to advocate for the District in appeal hearings and arbitrations.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree requirement or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada administrative endorsement, if applicable.

### **Experience**

1. Two (2) years successful contracted teaching experience in the public sector.
2. Two (2) years successful experience in an administrative position.
3. Successful performance in the position held at time of application.

### **Preferred Qualifications**

1. Excellent oral and written communication skills.

2. Willingness to review, examine, and discuss documents and exhibits that may be offensive and disturbing.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

### **Job Revision Information**

- Revised: 03/11/20
- Created: 08/12/13