



REVISED:  
02/23/2016

JOB TITLE:	MANAGER EMPLOYEE DEVELOPMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4291
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides specialized expertise regarding labor management and employee relations to all principals, managers and supervisors including employee development, employee evaluation, employee coaching, employee performance corrective action, non-renewal of limited contracts and other employee performance related issues.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides advice, counsel and expertise to principals, managers and employees with respect to employee development, employee evaluation, employee coaching, employee performance corrective action, non-renewal of limited contracts and other employee performance related issues
Acts as management representative in contract with union officials on matters pertaining to employee performance corrective action and non-renewal of limited contracts
Represents the Labor Management and Employee Relations department on committees and acts as a liaison with principals and managers. with regard to employee effectiveness as needed
Assists with interpretation of collective bargaining agreement, settlement of grievances and other cross departmental labor relation functions as needed
Compiles and retains labor management and employee relation data and prepares and presents reports and briefings as necessary
Develops and conducts formal training for principals and managers regarding employee corrective action, non-renewal, supervision techniques and other employee performance topics
Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Three (3) years successful experience as a school principal
Ability to accurately evaluate certified and classified district employees
Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge and experience in employee evaluation

General knowledge of Kentucky education law and federal employment law