



Director I, Employee Engagement and Performance Management

Position Details

Job Code: U7100

Reference Code: A499

Division: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide secondary management control to the Assistant Superintendent, Facilities Management Division. This position is responsible for managing processes and procedures, including coordinating and addressing various aspects of employee relations as it pertains to department onboarding, safety and training, compliance, and decisions regarding employee work status and discipline in accordance with Nevada Revised Statutes (NRS); negotiated agreements between Education Support Employees Association (ESEA), Clark County Association of School Administrators and Professional-Technical Employees (CCASAPE) and the Clark County School District (CCSD); Facilities Services Unit, Facilities Management Division and Construction and Development Division policies, practices, and procedures; and CCSD policies and regulations. This position is directly responsible to the Assistant Superintendent, Facilities Management.

Essential Duties and Responsibilities

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

1. Manages the onboarding process for new and transferred employees, including issuance of CCSD and department procedures and processes, vehicles, uniforms, keys and security codes, equipment, training videos, etc.
2. Manages the safety and training process for all employees, including the development, execution, and administering strategic safety and training programs and procedures; develops and deploys a comprehensive training program, tracks certifications, notifies staff of required training, etc.
3. Manages staff discipline process, including preparation of disciplinary documents and preparing for and participating in hearings, grievances, discipline review, and appeal processes; conducts and/or leads administrative investigations.
4. Handles complex and sensitive employee concerns and investigations, including interpersonal conflicts in the workplace, employee complaints, risk and ethic reports, allegations of harassment, discrimination, and retaliation; investigates issues pertaining to employer/employee relations and potential misconduct by support staff and administrative personnel.
5. Researches and explains laws and legal affairs concerning employment to employees, as needed.
6. Consults with Employee Management Relations (EMR) in the implementation of contract management and legal matters as they pertain to staff.
7. Directs the enforcement of determinations as they relate to employee discipline, employee pay issues, and other personnel matters.
8. Utilizes vehicle tracking, security videos, employee work hours, employee records, attendance applications, such as the Central Attendance Tracking System (CATS), and Human Capital Management (HCM) applications, and any other applications/documents that assist in an investigation.
9. Follows, applies, and enforces progressive discipline as outlined in employee negotiated agreements and CCSD policies, regulations, and procedures to determine discipline.
10. Manages the timely submissions of employee performance evaluations and ensures probation and extended probation timelines are met; ensures compliance for performance deficiencies.
11. Maintains positive line of communication with EMR, CCSD Police Services, and Office of the General Counsel personnel, as appropriate to address non-routine employee situations.
12. Collaborates with other departments within the Human Resources Division (HRD) to ensure consistency in decisions and communication to staff concerning CCSD regulations and procedures regarding leave of absences, maintenance of employee personnel files, and accrual/use of sick leave and other types of leave.

13. Responds and assists in the preparation of responses to CCSD's Equal Employment Opportunity (EEO) designee; responds and investigates concerns from the Americans with Disabilities Act (ADA) and EEO Officers.
14. Works with department managers, supervisors, and employees to resolve disputes and employee compliance concerns; provides coaching and guidance to managers and employees regarding ways of resolving workplace issues; investigates issues pertaining to employer/employee relations and potential misconduct.
15. Provides workshops for administrators and supervisors to support compliance initiatives and to model and promote behavior consistent with CCSD standards by demonstrating integrity, fairness, respect, and value for diversity in all actions and initiatives; conducts in-services in a classroom setting for new employees.
16. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; confers with administrators regarding employee behavior issues and disciplinary actions.
17. Recommends new or revised department policies and procedures concerning all aspects of employee performance.
18. Receives and investigates all worker injuries, and workplace and vehicle accidents to determine if training or progressive discipline is warranted.
19. Assists in the recruitment and selection of department personnel.
20. Guides front-line managers and supervisors to support compliance initiatives; coordinates and ensures communications and information are distributed to all employees; responds to inquiries and provides information concerning activities, policies, and procedures; responds to employee concerns by investigating and resolving issues and complaints.
21. Establishes and maintains an employee complaint and suggestion box for all regions/areas; responds to complaints and suggestions, if applicable.
22. May prepare and maintain a variety of narrative and statistical reports related to progressive discipline such as employee accidents, attendance, financial transactions, and other related information.
23. Attends and conducts a variety of meetings, as assigned.
24. Supervises and evaluates the performance of assigned staff.
25. 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 training.

Position Expectations

1. Knowledge of negotiated agreements between ESEA, CCASAPE and CCSD. Ability to effectively interpret, apply, and articulate provisions, NRS and CCSD policies and regulations as they relate to personnel matters.
2. General knowledge of safety operations such as Occupational Safety and Health Administration, Fire/Life Safety, Environmental Protection Agency, and ADA.
3. General knowledge of occupational safety, industrial hygiene, work related illness, hazard controls, ergonomics, fire protection environmental health, accident investigation, workers compensation, general liability, product safety, construction safety, program evaluation measurement techniques, and professional safety certifications.
4. Knowledge and understanding of how to investigate accidents and employee misconduct.
5. Ability to review, examine, and discuss documents and exhibits that may be offensive and disturbing.
6. Ability to access and learn various applications to track vehicles, attendance and other performance-related information/software.
7. Ability to interact effectively and diplomatically, communicate and collaborate across CCSD in building trust, developing effective relationships, involving others in decision-making, sharing information, and fostering teamwork in maximizing results.
8. Ability to maintain strict confidentiality regarding personnel matters.
9. Ability to manage multiple tasks and responsibilities; consistently perform and react professionally and effectively under pressure in an environment with constant interruptions.
10. Ability to delegate tasks appropriately, track and work effectively under constant deadlines and time constraints for successful completion.
11. Ability to navigate through basic computer programs such as Google, Microsoft Office, and employee attendance applications.
12. Anticipate problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
13. Exhibit high personal motivation, energy, and enthusiasm; sets high-performance standards of self and others.

14. Motivate others and design activities and processes to assist others in meeting organizational goals and demonstrate skills in facilitation of groups to accomplish tasks and foster engagement.
 15. Be receptive to new methodologies, ideas, and changes, to personnel and professional development.
 16. Use and encourage creative thinking that appropriately challenges current practices that aligns with CCSD initiatives, and leads to better organizational performance.
 17. Ability to attend to numerous and often-minute details, and communicate effectively both verbally and written.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university; or, Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a vehicle in Nevada. License must be maintained for the duration of the assignment.

Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Successful demonstrative investigatory skills in the position held at the time of application.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Master's degree in a related field.
2. Successful school district supervisory experience in a related position.
3. Three (3) to five (5) years of experience in a related field.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/01/24
- Created: 06/13/24