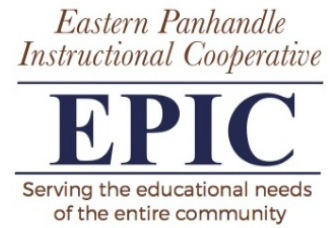


## **Notice of Job Vacancy #21-004**



Posting Date: May 29, 2020

Position: Coordinator of Investigations serving Berkeley County Schools

Location: Berkeley County Schools, 1453 Winchester Ave., Martinsburg, WV 25405

FLSA Status: Exempt

Employment Term: 240 days

Salary: Based upon the EPIC Professional Pay Scale with years of experience and degree level with Coordinator index.

### Qualifications:

- Bachelor's Degree required. Degree in Law, Counseling, Social Work, Criminal Justice, Human Resources, preferred.
- Relevant professional experience in the area of workplace and student investigations, required.
- 3 years' experience, preferred

Summary: The Investigator has the responsibility for coordination of multiple functions with emphasis on investigating student and employee disciplinary incidents, complaints of discrimination on the basis of protected class status, sexual harassment/sexual assault (Title IX), workplace bullying and retaliation, and other violations of other Berkeley County Schools matters.

### Performance Responsibilities:

- Coordinates investigation efforts for Berkeley County Schools to comply with Title IX Rules and Regulations.
- Ensures investigative policies and procedures are in place, reviewed on an annual basis, and updated as necessary.
- Investigates or coordinates with other personnel regarding complaints of misconduct, discrimination, or harassment.
- Investigates and prepare confidential reports in response to complaints of alleged misconduct, bullying, discrimination, and/or sexual harassment/sexual assault at school and county level.
- Serves as an expert witness as needed related to investigations conducted.
- Establish and develop working relationship with various school administrators, staff, students, and other officials.
- Investigates allegations of staff misconduct, abuse, and neglect.
- Provides training and workshops through online, onsite, and/or external resources.
- Investigates complaints and allegations of unlawful and/or prohibited discrimination, harassment, and unfair treatment and behavior from employees and students.
- Maintain thorough and up-to-date knowledge of EEO, human rights, and non-discrimination laws and regulations and relevant Berkeley County policies.
- Maintain thorough and up-to-date knowledge of WVBE Policy 4373, Safe and Supportive Schools and WVBE Policy 5902, Employee Code of Conduct.
- Establish and develop working relationship with various local, county, and state agencies, such as, but not limited to, Martinsburg City Police, Berkeley County Sheriff's Department, Berkeley County Processor's Office, WVDHHR, WVDE, and other business partners.
- Maintains and enters data into WV State Superintendent's Employee Disciplinary Database.
- Reviews background checks from new employees, volunteers, vendors, etc.
- Other duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of West Virginia Board of Education Policy 5310 for evaluating professional employees.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds of materials**. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate (25-70dB). The employee is continuously interacting with the public and staff.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the EPIC Administrator, Berkeley County Schools Superintendent and/or their designees.

Reports To: Assistant Superintendent HR and Pupil Services; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current EPIC Employees: If your application or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email to Shannon Johnson, Human Resources Director. Current employees may also apply via Unified Talent.

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made via Unified Talent [https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)  
If you cannot see this job, check your location tab and ensure you have selected EPIC as one of your location choices.

Hard copy EPIC application can be found at [www.epicresa8.org](http://www.epicresa8.org)

1. Submit hard copy application, cover letter and credentials to:  
EPIC  
109 South College Street  
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application with cover letter and credentials may be submitted electronically to [sdjohnson@wvesc.org](mailto:sjohnson@wvesc.org)
3. A copy of the EPIC application with cover letter and credentials may be FAXED to 304-267-3599 Attention: Shannon Johnson.

All applications must be received by **June 10, 2020** for consideration.