



Notice of Job Vacancy #22-003

Posting Date: July 7, 2021

Position: School Policies and Investigations Consultant serving Jefferson County Schools

FLSA Status: Exempt

Employment Term: Part-time / As Needed up to 261 days annually, pursuant to WV Code §18A-4-8.

Salary: Commensurate with experience in West Virginia school policy development and Human Resource administration.

Evaluation: Performance in this position will be evaluated by the Superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS: Bachelor's degree in education, human resources or a relevant area of discipline. Master's degree preferred. Five (5) or more years of experience in human resources management or school administration. Possess a good knowledge of applicable state and federal laws regarding employment and K-12 education.

Experience in and knowledge of K-12 school districts, including operational experience, a broad understanding of all the functions, and experience with conducting investigations. Demonstrated ability to communicate effectively, both verbally and in writing. Ability to work effectively with all stakeholders. Ability to plan work and set goals within area of responsibility and delivers solutions to meet the needs of Jefferson County Schools in a timely manner. Excellent facilitation skills and the ability to diffuse stressful situations.

Position Overview: The School Policies and Investigations Consultant serving Jefferson County Schools will work with the district to undertake the complexities of turning revised and newly created state/federal laws affecting school districts into an updated policy manual with an easily accessible format and an effective online navigation tool. In addition, the position will be responsible for working with the district to conduct and provide guidance on investigations regarding employment and school-based concerns of a confidential and sensitive nature.

Performance Responsibilities: Additional Duties may be assigned

- Will coordinate and work with Neola to update and create policies for the school district, creating an overall framework and providing general direction for implementation so that senior team members can make informed decisions on policies within their departments.
- Coordinates and collaborates with and advises, where appropriate, the Jefferson Leadership Team with policy and procedure changes affecting their respective areas of responsibilities
- Reviews and approves the work of Neola in the provision of policy writing and brings back to district leaders

- Using information provided by Neola, advises the Jefferson Leadership Team of the legal necessity of recommended policy changes and current practices in the areas of needed policies and procedures
- Reviews and recommends appropriate changes to policies and procedures to ensure compliance with legal mandates
- Attends Jefferson Leadership Team meetings when necessary to provide updates and guidance on the policy manual process
- Investigates concerns or conflicting information and makes recommendations affecting the policy manual
- Investigates changes in law and practices after the creation of the revised policy manual and make recommendations for updates
- Works with team members to determine an online policy manual format that will be used by the school district to include an effective navigation tool and provides assistance with the necessary implementation changes and steps
- Investigates all types of employment and student complaints and provides proactive recommendations to respective departments such as Legal, HR, and Safety & Security
- Conducts necessary interviews for the purposes of a sound investigation with employees, their personnel association representatives, administrators, students, and parents/guardians when appropriate
- Compiles relevant documentation such as data, records, audio, and surveillance footage and analyzes the submitted information as part of the investigation
- Thoroughly documents investigations, nature of complaints, interviews, summaries, findings and conclusions in a timely, high-quality manner
- Formulates the official investigative report and provides it the relevant team members.
- Other related duties as assigned

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, 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. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

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 are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Reports To: JCS Superintendent; EPIC Administrator

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

Start Date: To be determined, pending approval process

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

Online application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications with cover letter and qualifications to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, HR Director

2. A copy of the EPIC application with cover letter and qualifications may be submitted electronically to sdjohnson@wvesc.org
3. A copy of the EPIC application with cover letter and qualifications may be FAXED to 304-267-3599
Attention: EPIC HR

This position will remain open until filled.
Applications must be received by EPIC HR for consideration.