



Syracuse City School District

725 Harrison Street
Syracuse, NY 13210

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Coordinator of Staff Relations

Administrative - Central Office - Coordinator

Job Number: 2300216234

Start Date:

Open Date: 06/03/2021

Closing Date: 06/25/2021

REPORTS TO: Director of Staff Relations, Office of Human Resources

DUTIES AND RESPONSIBILITIES:

- Assists with negotiations for the School District; prepares for and assists with contract negotiations with bargaining units to arrive at mutually satisfactory agreements on wages, hours and working conditions.
- Assists with the administration of collective bargaining agreements and policies relating to personnel administration and helps ensure they are administered with dignity, fairness and truthfulness.
- Recommends appropriate members of the administration to serve on the negotiating team.
- Identifies and compiles necessary data used in negotiations.
- May recommend personnel policies and personnel placement to the Superintendent for approval and makes recommendation to the Board of Education.
- Acts as a designee of the Superintendent at appropriate stages of the grievance process.
- Coordinates with the administration of contracts during the term of various contracts with employee organizations, ensuring appropriate evaluation of all staff with the various bargaining units.
- Assists in the interpretation of negotiated contracts to members of the administration and staff.
- Regularly communicates with the union units in order to maintain and enhance positive employee relations.
- Assists the appropriate administrator in the coordination of investigation and documentation of alleged unsatisfactory performance and improprieties by employees of the District.
- Assists in the facilitation of accountability measures to maintain an efficient and effective workforce.
- Establishes and enhances relationships between building administrators, and professional and non-certified staff.
- Assists with the preparation and maintenance of statistical information on all personnel and assists with the submission of necessary statistical reports to various governmental agencies and the Board of Education.
- In conjunction with other designated administrators, initiates, prepares, and administers appropriate in-service and staff development programs with District responsibilities for evaluation, professional development, remediation, and performance improvement.

QUALIFICATIONS:

- Juris Doctorate Degree with NYS Attorney Licensure (Preferred) or
- New York State Certification as a School District Leader with a minimum of 2 years' experience as a school building or district leader or
- Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree supplemented by eighteen (18) semester credit hours in personnel/industrial relations and two (2) years of full time professional administrative work experience in labor management relations inclusive of collective bargaining experience