



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Special Assistant for Labor Relations
Department: Central Office
Reports To: Superintendent of Schools
Salary Guide: Non-Affiliated C; Twelve month contract
Prepared Date: 27 July 2021

Position Summary: Under the supervision of the Superintendent of Schools, advises district administrators on the administration of collective negotiations agreements and personnel-related actions and seeks to effectively represent the district's interests, while maintaining positive professional working relationships with the leadership of employee negotiations units; and monitors new and changing legislation impacting public schools.

Qualifications: Master's degree in Labor Relations or Juris Doctor (J.D.) degree preferred. Three to four years' experience with New Jersey public school district or other public entity preferred. Equivalent combination of education and experience may be substituted. Demonstrated administrative, organizational, and interpersonal skills are required.

Essential Duties and Responsibilities

SUPERINTENDENT

- Advise the Superintendent on issues related to the administration of collective negotiation agreements, Board of Education policies and laws, and regulations related to personnel actions.
- Render opinions upon request of the Superintendent.
- Assist the Superintendent in interpreting the district's collective negotiations agreements.
- Investigate incidents or complaints as assigned by the Superintendent.
- Serve as a member of the Superintendent's cabinet.
- Accept assignments as the Superintendent chooses to delegate and assign.

BOARD OF EDUCATION

- Serve as the administrative member of the Board of Education's negotiations team with all negotiation units.
- Present relevant information to the Board of Education for understanding the issues affecting the operation of the district.
- Provide reports to the Board of Education on the status of negotiations, as needed.

- Advise the Board in matters of a legal or technical nature relating to the interpretation of statutes and regulations.
- Review Board of Education policy prior to formal adoption.
- Serve as an advisor to the Board of Education's Administration & Facilities Committee.

CENTRAL OFFICE ADMINISTRATORS/BUILDING PRINCIPALS

- Make recommendations/suggestions to the administration on a variety of school and state issues.
- Assist with communications between Central Office and schools regarding labor relations and personnel issues.
- Assist administrators in responding to employee and association grievances.
- Provide periodic updates on administrative practice and Board policy to the administration including commissioner and court decisions.

ADMINISTRATIVE

- Promote strong relationships with each negotiations unit.
- Collect data related to collective negotiations and make recommendations on changes in the collective negotiations agreements.
- Serve as administration's liaison to outside counsel in labor relations and other matters.

SPECIAL PROJECTS

- Serve as a resource for the school district as related to personnel and staffing.
- Maintain associations with professional organizations on a local, state, and national level.
- Investigate complaints regarding employees' conduct or decisions in accordance with Board of Education policy.

LEGISLATION

- Review changes in public school law and regulations and advises the Superintendent regarding changes and necessary administrative action.
- Monitor legislation and its impact on the district.
- Advise the Superintendent on upcoming legislative changes.
- Prepare reports for district administration on legislation as to its influence on the district.
- Present relevant information to members of the Board of Education and the administration.
- Study legislation and its impact on current Board of Education policy.
- Attend programs and seminars to keep abreast of recent legislation and legal developments.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program and Genesis Employee Portal and Student Information System.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro Regional School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 7/27/2021

Certified by: 
Director of Human Resources