

TITLE:**DIRECTOR (Personnel)****FLSA: EXEMPT****QUALIFICATIONS:**

1. A Master's degree from an accredited college or university with certification in administration and supervision or educational leadership.
2. At least five years experience in a public school district setting.
3. Experience in the use of computers in managing data is desirable.
4. Such additional or alternative qualifications to the above as the Board or Superintendent may find appropriate and acceptable.

REPORT TO:

Assistant Superintendent

JOB GOAL:

To assist with the orderly administration of personnel matters, including recruiting, hiring and maintaining a well qualified work force to accomplish the goals and objectives of the Board.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:*** Essential Performance Responsibilities**

- * 1. Coordinate and manage the function of personnel services for the School District including recruitment, employment, reappointment, performance appraisal, contracts, counseling, and personnel research, and retirement systems.
- * 2. Coordinate and manage the development and implementation of personnel policies and procedures.
- * 3. Coordinate and monitor the position control system and personnel data by center and in accordance with Board established levels.
- * 4. Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- * 5. Provide personnel information necessary for appointment, re-appointment, budget preparation and the collective bargaining process.
- * 6. Maintain regular and confidential personnel records in accordance with State Law, SBE Rules and Board Rules.
- * 7. Maintain a current employment application file.
- * 8. Fingerprint all new employees and others as required by agreement or law.
- * 9. Plan, direct, and monitor the application and employment process of certificated and classified employees.
- * 10. Plan and direct recruitment programs for certificated and classified employees.
- * 11. Check all recommendations from principals and supervisors to assure that proper employment procedures have been followed.
- * 12. Prepare final employment recommendations for Superintendent and Board approval.
- * 13. Track hiring practices as required by law.
- * 14. Assist personnel with retirement, group insurance, and other personnel services or benefits.
- * 15. Assist district retired employees with group medical insurance enrollment and changes.
- * 16. Participates in the development and implementation of the district strategic plan.
- * 17. Prepare contracts for all personnel entitled to a written contract under State Law, SBE Rules or School Board Rules.
- * 18. Direct the local, state, and national certification process.
- * 19. Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel, and other conferences related to the personnel function.
- * 20. Conduct, with assistance, a District orientation program for new teachers.
- * 21. Coordinate all requests for transfer received from employees.
- * 22. Coordinate the process of selection of central staff and school administrative personnel.
- * 23. Coordinate the review and development of job descriptions and personnel evaluation systems.
- * 24. Direct the district's Pay-for Performance and Alternative Certification Plans.
- * 25. Prepare and revise forms required in maintaining personnel records according to State Law, SBE, and Board Rules.
- * 26. Prepare the annual personnel directory and maintain current status.
- * 27. Perform such other duties as may be assigned by the Superintendent or Supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.