

**TITLE:**                    **SENIOR DIRECTOR (Human Resources and Administrative Services)**                    **FLSA: EXEMPT**

- QUALIFICATIONS:**
1. A Master's degree from an accredited college or university with certification in administration and supervision or educational leadership.
  2. A minimum of three (3) years successful administrative experience.
  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

<b><u>JOB GOAL:</u></b> To provide leadership for the diverse functions of Human Resources, Policy, Planning, Professional Development, and Professional Accountability to enhance student achievement and ensure high quality staff.
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**SUPERVISES:**    Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**                    \* Essential Performance Responsibilities

- \* 1. Provide leadership and oversight of the District Human Resources, and Professional Learning and Accountability departments.
- \* 2. Coordinate School Related Employee and Teacher of the Year programs.
- \* 3. Establish and conduct all Superintendents' Interview Committee functions for principal and assistant principal interviews.
- \* 4. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \* 5. Assist in district budget preparation.
- \* 6. Coordinate and facilitate the district's strategic planning process.
- \* 7. Oversee development and implementation of District Leadership Development Program, including selection, development and performance appraisal systems for school leaders.
- \* 8. Oversee development of the district's Teacher Evaluation System and Master Inservice Plan.
- \* 9. Coordinate new Superintendent and Board Member Orientation.
- \* 10. Assist in monitoring district compliance with Equity, EEOC/OCR matters, The Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and Family Medical Leave Act (FMLA).
- \* 11. Maintain a close working relationship with school based and district level administrators to ensure information exchange, coordination of efforts, and general support for the decision making process.
- \* 12. Review FTE projections as provided by the Senior Director of Business and Institutional Services.
- \* 13. Assist in the development and implementation of the district staffing plan and wage/salary development.
- \* 14. Assist in providing leadership and direction for ensuring compliance with all district, state, and federal mandates related to Human Resources, and Professional Learning and Accountability.
- \* 15. Maintain contact with other school districts and professional management associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the School System.
- \* 16. Direct and supervise the development, maintenance, updating, and distribution of the District's Operations Procedural Manual.
- \* 17. Keep abreast of legislative activities, as well as laws, rules, and policies which affect the School District.
- \* 18. Coordinate Board rule development and rewrites.
- 19. Perform such other duties as may be assigned by the Superintendent.

**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 schedule.  
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.