

**St. Tammany Parish School Board
Department of Human Resources
JOB DESCRIPTION**

**Division:
Human Resources**

Title: Supervisor of Human Resources - Certificated (FLSA: Exempt)

Performance Responsibilities

Design and Evaluation- Assists the Director of Human Resources in the design and evaluation of all employees in the District.

- Plans and directs a program for selection and assignment of the best-qualified teachers and other personnel.
- Plans and directs a program for professional development as related to applicable state and federal legislation.
- Plans and directs a program for professional development as related to certification and licensure.
- Plans and directs a program for teacher recruitment, employment, training, and retention, including maintaining a list and furnishing such list to all schools and departments.
- Plans, develops, and revises personnel management policies in accordance with State legislation for submission to the Board for adoption, and maintains Human Resources Policy Handbook.
- Provides the Director of Human Resources with reports and information to critically review operation of the Human Resources Department to offer constructive advice and guidance regarding improvement possibilities.
- **Any and all duties as assigned by the Director of Human Resources**

Leadership- Assists the Director of Human Resources(certificated) in providing leadership for the recruitment, employment, transfer and termination of School Board certificated employees in the entire District.

- Places advertisements and prepares mailings, as appropriate, announcing each job opening in the district and soliciting applications.
- Arranges for the duplication and distribution of job descriptions for each announced job opening.
- Receives and responds to all inquiries regarding jobs open at any given time.
- Arranges subsequent interviews for candidates under consideration with appropriate personnel.
- Handles matters relating to employment and terminations of employees, including assignments, transfers, dismissals and promotions.
- Certifies classifications and salaries to the Business Affairs Department.
- Administers provisions of the Education Code as they apply to personnel, practice teacher agreements between the District and participating colleges and universities and sabbatical leave and leave of absence policies.
- Coordinates and assures compliance of Federal Title DC regulations as it applies to employees and programs of the District.
- Coordinates and monitors the District's Personnel Evaluation program.
- Coordinates and monitors the State and District Tuition Exemption program for teachers and paraprofessionals.
- Coordinates and monitors the New Teacher Orientation program.
- Assists in the resolution of employee grievances and insures that proper procedures are followed in compliance with District policies.
- Supervises and evaluates assigned staff of the Human Resources Department.
- Confers with principals to determine needs for teachers.
- Certifies eligibility of employees for the District insurance plans.
- Coordinates and supervises all aspects relating to the imaging of all personnel records and files.
- Provides necessary processing for issuance and renewal of state certificates.
- Makes timely announcements of dates to be observed by applicants and employees to comply with State and District requirements.
- Participates, as assigned, in proposed and ongoing curriculum development projects.
- Assists with recruiting of teachers and assists at Transfer Day and Job Placement Fair.
- Performs all other duties as assigned by the Director of Human Resources.

Management-Assists the Director of Human Resources (certificated) in the implementation of practices and procedures to maintain an effective School System.

- Recommends, reviews, and designs all job application forms used by the district, insuring their compliance with State and Federal statutes and Board policies, and maintains an inventory of such forms.
- Maintains and updates a complete file of certificated job descriptions in the district.
- Receives and establishes a file for teaching certificates, transcripts, letters of reference, and similar documents pertinent to each certificated job applicant.
- Receives and establishes a file for applications, transcripts, letters of reference, and similar documents pertinent to each certificated job applicant.
- Maintains a file of completed application forms from unsuccessful candidates for whom a future opening is likely to appear within the district and from others inquiring about employment opportunities for whom openings do not exist at the time of inquiry.
- Maintains adequate records of personnel.

Student Services- Assists the Director of Human Resources in the initiation of practices designed to promote the success and well being of students.

- Oversees appropriate classroom pupil-teacher ratios as well as appropriate ratios to maximize student success.
- Cooperates with community agencies whose purposes relate to the welfare of students.
- Administers School Board policies directly designed to promote the greatest benefits to students.

School/Community Relations- Assists the Director of Human Resources in the initiation of procedures which insure effective school/community relations.

- Works to achieve maximum understanding and support of public education.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and others.

Professional Development- Assists the Director of Human Resources in planning for professional self-development .

- Uses evaluations to grow professionally.
- Develops personal goals and objectives to improve performance.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement

Minimum Qualifications: United States citizen or authorized alien; as outlined by the Louisiana Department of Education, Bulletin 746 for Parish or City School Supervisor of Instruction; physical and mental stamina and abilities to perform job functions, tasks, and duties.

Terms of Employment: 12 months

Reports to: Director of Human Resources

Supervises: All personnel designated by the Director of Human Resources.

Job Goal: To plan, coordinate, and supervise the operation of the Human Resources Department in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual child.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

