

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

**Division:
Human Resources**

Title: Supervisor of Human Resources (FLSA: Exempt)

Performance Responsibilities

Design and Evaluation- Assists the Director of Human Resources in the design and evaluation of all support employees in the district

- Plans and directs a program for selection and assignment of the best-qualified support employees
- 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 substitute 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 operations 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 in providing leadership for the recruitment, employment, transfer and termination of support employees in the 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
- Interviews applicants and makes recommendations to the Director of Human Resources concerning personnel, when appropriate
- 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
- Coordinates and monitors the district's employee evaluation program
- Coordinates and monitors the orientation program for new support employees
- 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 support employees
- Certifies eligibility of employees for the district insurance plans
- Coordinates and supervises all aspects relating to the imaging of personnel records and files
- 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 professional development projects
- Assists with recruiting support employees
- Performs all other duties as assigned by the Director of Human Resources

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

- Recommends, reviews, and designs all support employee job application forms used by the district, insuring their compliance with State and Federal statutes and Board policies
- Maintains and updates a complete file of support employees job descriptions
- Receives and establishes a file for certificates, applications, transcripts, letters of reference, and similar documents pertinent to each support employee 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 allotments pertaining to support employees 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.

Original-Human Resources

Copy-School/Site File

Copy-Employee