

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

**Division: Administration
Department**

Title: Director of Human Resources - Employee Support Services (FLSA: Exempt)

Performance Responsibilities

Design and Evaluation- Assists the Assistant/Associate Superintendent of Human Resources in the design and evaluation of all employees in the entire school system.

- Plans and directs a program for selection and assignment of the best-qualified personnel.
- Plans and directs a program for professional development as related to applicable state and federal legislation.
- Plans and directs a program for substitute recruitment, employment, training, and retention.
- Plans, develops, and revises personnel management policies in accordance with state legislation for submission to the Board for adoption.
- Maintains Human Resources Policy Handbook.
- Provides reports and information that enable a critical review of operations for the Human Resources Department to offer constructive advice and guidance regarding improvement possibilities.
- Plans and directs orientation and training of new employees relative to the district's expectations, requirements, regulations, and benefits.

Leadership- Assists the Assistant/Associate Superintendent of Human Resources in providing leadership for the recruitment, employment, transfer and retention of School Board employees in the entire school system.

- Places advertisements announcing job openings in the district.
- Coordinates placement of job descriptions for announced job openings.
- Receives and responds to all inquiries regarding jobs open at any given time.
- Interviews applicants and makes recommendations 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 assures compliance of Federal Title 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.
- Assists in the resolution of employee grievances and ensures that proper district procedures are followed in compliance with district policies.
- Supervises and evaluates assigned staff of the Human Resources Department.
- Confers with principals/department heads to determine needs for employees of various classifications.
- Certifies eligibility of employees for the district insurance plans.
- Coordinates and supervises 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.
- Assists with recruiting and placements of personnel.
- Ensures planning, monitoring, and appraisal of employee work results.
- Ensures legal compliance by monitoring and implementing applicable Human Resources federal and state requirements.
- Coordinates pre-employment activities: hiring paperwork, fingerprinting, and background checks.
- Performs all other duties as assigned.

Management- Assists the Assistant/Associate Superintendent of Human Resources in the implementation of practices and procedures to maintain an effective school system.

- Recommends, reviews, and designs job application forms used by the district, ensuring compliance with state and federal statutes and Board policies.
- Maintains and updates a complete file of job descriptions in the district.
- Receives and establishes a file for applications, transcripts, letters of reference, and similar documents pertinent to job applicants.
- Maintains a file of completed applications.
- Maintains adequate records of personnel.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Adheres to ethical, legal, and professional standards.
- Evaluates and approves requests for travel, professional meetings, conferences, workshops, and personal and emergency leave of persons supervised.
- Manages budgets of assigned departments.
- Conferes with employees pertaining to leave options and appropriate documentation required.
- Evaluates the effectiveness of the Human Resources staff and provides training to increase performance where needed.
- Maintains a current record of employees by location.
- Oversees employee relations and ensures that matters are appropriately prioritized and handled in a professional and timely manner.
- Oversees a tracking system to identify employee onboarding, employee leaves, and employee retirements.
- Works cooperatively with legal counsel to ensure proper legal applications to personnel problems and confers with legal counsel in matters of litigation.
- Maintains and preserves confidentiality of correspondence, reports, and records.

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

- Oversees appropriate student/paraprofessional ratios to maximize student success.
- Oversees personnel requirements for employee allotments.
- 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 Assistant/Associate Superintendent of Human Resources in the initiation of procedures which ensure 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 other educators.

Professional Development- Assists the Assistant/Associate Superintendent 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 facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; Master's degree or higher; physical and mental stamina and abilities to perform job functions, tasks, and duties.

Terms of Employment: 12 months

Reports to: Assistant/Associate Superintendent of Human Resources

Supervises: All personnel designated by the Assistant/Associate Superintendent 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.