

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Executive Director of Human Resources

EMPLOYEE CATEGORY: 1/Administrative Personnel

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. State of Florida certification in Administration and Supervision, Educational Leadership or a related field.
3. Minimum of three (3) years experience in personnel, management or a related area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules, regulations and codes governing the management of Florida public school human resources. Ability to communicate orally and in writing. Ability to plan and present information to the public. Advanced skills in problem-solving, human interaction and handling of sensitive personnel issues. Ability to work independently and make competent decisions on matters related to areas of responsibility. Ability to balance several job functions at one time and work under a heavy workload. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at state or regional functions. Ability to facilitate various size groups using facilitative leadership skills. Ability to provide positive leadership and supervision to subordinates. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of computer hardware and software used to accomplish administrative goals.

REPORTS TO: Assistant Superintendent for Administration

JOB GOAL

To provide accurate and timely information for decision-making and system product analysis and to plan; to coordinate and supervise the Personnel Department in order to maximize the educational experiences for students.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Oversee the timely running of all jobs and reports.
2. Prepare and oversee budget for areas assigned.
3. Oversee and set schedules for timely submission of all Department of Education reports.
4. Provide for the maintenance of supporting documentation for all student and staff records.
5. Evaluate the use of hardware, software and other equipment and make recommendations for upgrades as necessary within assigned areas.
6. Monitor and approve requests for the sharing of staff data with other agencies.
7. Direct and coordinate recruitment efforts for the District, including maintenance of automated systems to support recruitment.
8. Direct and establish procedures and best practices for the receipt, maintenance and dissemination of all employment documentation for the application process.
9. Oversee and assure advertisement of position vacancies maintaining historical records.

10. Oversee and promote positive, accurate and timely communications with applicants and with employees.
11. Supervise and assure the maintenance of job descriptions for the District.
12. Direct, implement and/or document personnel orientation efforts.
13. Direct and oversee performance assessment / evaluation processes for all employment categories.
14. Oversee the development, standardization of District-forms.
15. Serve as the custodian for records storage and disposal.
16. Perform other duties as assigned.

Inter / Intra-agency Communication and Delivery

17. Provide school-level personnel with information on residency, custody rights, student-parent rights and privacy laws.
18. Serve as a liaison for the District for archives, history and records management, for personnel and students.
19. Communicate with parents, community, advisory and business groups regarding personnel matters.
20. Maintain contact with other districts and governmental agencies regarding issues in assigned areas.
21. Use effective communication strategies to interact with a variety of audiences.
22. Submit recommendations to the Superintendent for organizational improvement as needed.

Professional Growth and Improvement

23. Attend training sessions, conferences and workshops to keep abreast of current best practices, programs, and legal issues in areas of responsibility.
24. Establish inservice programs to inform District and school personnel of policies, practices and available services.
25. Set high standards and expectations for self and others.
26. Maintain a network of peer contacts through professional organizations.
27. Attend meetings and conferences, which promote professional growth and benefit the District.

Systemic Functions

28. Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel.
29. Be knowledgeable of the systems and procedures that impact areas of responsibilities interacting with other administrators as needed, to assure articulation and efficient delivery of service.
30. Administer and monitor the District's responsibilities regarding certification requirements of employees.
31. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
32. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
33. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

34. Develop short- and long-range plans for the conduct, growth and improvement of department programs and services.

35. Develop implementation procedures for the achievement of priority goals.
36. Plan, recommend and implement procedures for the recruitment, selection and assignment of the best qualified teachers, administrators and support personnel.
37. Report statistical and qualitative data regarding District personnel goals and programs as required.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

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

EVALUATION: Annually by the Assistant Superintendent for Administration

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

SALARY ITEM NUMBER: #31--Level II