

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

CHIEF OF STAFF

POSITION: Chief of Staff

REPORTS TO: Superintendent of Schools

LOCATION: Department of Human Resources

NATURE OF WORK:

This position is responsible for planning and directing the full range of Human Resources activities for all school system employees. This includes employment, negotiations and labor relations, certification, wage and salary administration, policy and regulation development, retirement coordination and substitutes. The individual in this position is a member of the Superintendent of Schools Support Staff Team (SSST) and will advise the Superintendent of Schools and members of the SSST regarding Human Resources issues and strategies.

ESSENTIAL FUNCTIONS:

- Plans, organizes and implements a program of recruitment and hiring of all employees;
- Prepares and maintains a system of personnel records for all employees;
- Reviews, evaluates, and prepares personnel policies and procedures;
- Administers negotiations with employee associations on behalf of the Board of Education; and
- Provides guidance to the Superintendent of Schools, system administrative and supervisory personnel in matters relating to employee relations, personnel, employee benefits, legal issues.

DUTIES AND RESPONSIBILITIES:

- Develops and coordinates the recruitment of all employees;
- Reviews the qualifications of all applicants for positions of employment;
- Coordinates all interview schedules;
- Recommends employment of personnel to the Superintendent of Schools;
- Provides all employees at the time of employment with an explanation of the conditions of employment, including employee benefits;
- Maintains personnel files for all employees including a data bank for certificated employees;
- Develops personnel policy and procedures manuals;
- Reviews and approves requests for tuition reimbursements;
- Coordinates requests for the issuance and renewal of teaching certificates;
- Compiles personnel data reports for local, state and/or federal agencies;
- Develops job descriptions for each position classification;
- Reviews periodically classification of positions and salary schedules;
- Serves as a retirement coordinator for all employees and provides counseling services at the time of retirement;
- Prepares and distributes position vacancy announcements;
- Serves as hearing officer for Level III grievances as directed by the Superintendent of Schools
- Implements (coordinates) employees assistance program;
- Interprets and administers the certificated and non-certificated negotiated agreements;
- Supports staff development and leadership programs for administrators, certificated and non-certificated employees;
- Serves on various committees appointed by the Superintendent of Schools;
- Performs other tasks and assumes other responsibilities as assigned by the Superintendent of Schools; and

- Attends monthly meetings of the Maryland Negotiating Service.

QUALIFICATIONS:

- Master's degree in appropriate field;
- Five years experience in personnel management, or as building principal, or a related field involving labor relations, personnel functions, employee benefits, and negotiations;
- Demonstrates ability to express oneself clearly in speaking and writing;
- General knowledge of public school law, labor law, law related to equity, equal employment and fair labor practices;
- Demonstrates knowledge and successful experience with conflict resolution procedures, grievance processes hearing and due process procedures;
- Knowledge of effective personnel practices attained through course work or work experience at a system-wide or corporate-wide level;
- Experience in working with representatives of employee organizations – certificated, non-certificated, administrators and supervisors;
- Ability to use data processing equipment and software applications appropriate to the functions of human resources; and
- Understanding that Human Resources is a service and support function which is accomplished by fostering a cooperative attitude in relating to employees and other school system departments.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range H.

BARGAINING UNIT ELIGIBILITY: Confidential – Exempt

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