CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Director of Personnel
Job Description

QUALIFICATIONS:

1. Bachelor's degree from and accredited educational institution.
2. Three (3) years management experience in the field of human resource management.
3. Additional years of experience may be substituted for degree.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Mississippi Administrative Code, federal rules and regulations governing the employment process and equal employment opportunity. Knowledge of School Board policies, Mississippi Statutes and State Board of Education Rules regarding all aspects of personnel and risk management. Knowledge of Mississippi funding mechanisms and budgeting. Skill in planning, organizing, and coordinating staff activities. Ability to use current technology to maintain records and obtain data and information. Ability to encourage and facilitate professional growth of staff. Ability to communicate orally and in writing, using high level interpersonal skills. Ability to handle division budget and finances. Knowledge of personnel management.

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership, direction, instruction and training for the district's personnel management system to ensure optimal utilization of human resources to support and facilitate successful educational programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct and coordinate the planning, implementation and evaluation of the district's comprehensive personnel management system.
2. Plan, recommend and promote policies and programs which, through proper utilization of manpower, will support Board objectives.
3. Maintain applicant flow and employee personnel and salary records.
4. Ensure compliance with local, state, and federal regulations regarding all phases of employment.
5. Supervise employee background checks including fingerprinting, verifying experience, and other characteristics of potential employees.

DIRECTOR OF PERSONNEL (Continued)

6. Act as the Human Resources Management and Development (HRMD) coordinator.
7. Monitor all employee evaluation systems.
8. Handle employee grievances.
9. Coordinate the teacher certification process.
10. Coordinate teacher recruitment efforts.
11. Serve as district contact person for teacher certification, retirement, professional practices services.
12. Coordinate and monitor all personnel application processes.
13. Establish and monitor a system of position control.
14. Oversee the personnel records.
15. Evaluate credentials and approve all instructional staff for certification
16. Assist instructional and support staff to resolve personnel issues.
17. Assist supervisors to resolve personnel problems.
18. Conduct orientation program for new employees.
19. Conduct substitute teacher training.
20. Prepare annual personnel renewal list for Board approval.

Inter/Intra - Agency Communication and Delivery

21. Communicate with all district and school-based administrators and provide guidance and assistance with employee disciplinary procedures.
22. Advise in writing all professional employees, whose certificates need to be renewed and notify their principals.
23. Advise all principals of the status of new teachers.
24. Respond to inquiries and concerns in a timely manner.
25. Keep Superintendent informed of potential problems or unusual events.

Professional Growth and Improvement

26. Maintain a network of peer contacts through professional organizations.
27. Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
28. Maintain expertise in assigned areas to fulfill project goals and objectives.
29. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

30. Review relevant items for Board agendas.
31. Represent the district in a positive and professional manner.
32. Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

33. Provide leadership and direction for assigned areas of responsibility.
34. Provide support and guidance in the development of annual goals and objectives.
35. Assist in implementing the district's goals and strategic commitment.
36. Exercise proactive leadership in promoting the vision and mission of the district.

DIRECTOR OF PERSONNEL (Continued)

37. Set high standards and expectations and promote professional growth for self and others.
38. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
39. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
40. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

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:

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