

**ST. MARY PARISH PUBLIC SCHOOLS  
DIRECTOR OF HUMAN RESOURCES JOB DESCRIPTION**

**POSITION:** Director of Human Resources

**REPORTS TO:** Superintendent

**SUPERVISES:** Department personnel and other staff members designated by the Superintendent.

**TERMS OF EMPLOYMENT:** 12-month

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate with five years of successful teaching experience in area of certification. Master's degree from a regionally accredited institution, including twelve semester hours of professional education at the graduate level. Certified in Principalship AND Parish/City Supervisor of Instruction, OR Educational Leader Level 1 or 2. A minimum of five years of successful administrative experience in education at the level of assistant principal or above. No more than two years of the credited five years minimum experience can be from the position of assistant principal.

**EVALUATION:** Evaluations in accordance with the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain accurate staffing data in all human resources systems and records (e.g., Frontline Recruiting & Hiring, Central, Absence Management, and Time & Attendance), including but not limited to staff counts, staff directory (new hires and ongoing updates), and supervisor and staff assignments.
2. Maintain accurate user access and permissions for employees, school and district leaders in human resources systems (e.g., Frontline Recruiting & Hiring, Central, Absence Management, and Time & Attendance, Vector Training Portal).
3. Support district and school leaders and employees with human resources systems as needed (e.g., Frontline Recruiting & Hiring, Central, Absence Management, and Time & Attendance, Vector Training Portal)
4. Support staff recruitment and new hire onboarding processes.
  - a. Collect experience verifications and sick leave balance transfers for new hires; and
  - b. Dispense and collect signed contracts for newly hired non-tenured teachers as applicable.
5. Coordinate annual personnel evaluation processes with district leaders.
  - a. Maintain annual evaluation schedule;
  - b. Maintain CIS and LEADS systems (e.g., user access, staff assignments, user access, evaluation types) annually and as needed;
  - c. Ensure evaluation data is reported annually to LDOE on time and accurately;
  - d. Track and ensure staff evaluation completion annually; and
  - e. Create and maintain evaluation forms as needed.
6. Update and maintain current teacher tenure lists; send and collect tenure contracts annually.
7. Maintain accurate compensation system records for all staff.
  - a. Maintain compensation data (salary schedule, step, rate of pay, increments) for all staff;
  - b. Analyze final evaluation data to determine employee salary increases as appropriate;
  - c. Calculate new hire salaries in coordination with payroll;
  - d. Update and maintain salary schedules and pay rates annually; and
  - e. Produce annual compensation book for district leaders.
8. Maintain extra-duty increment charts in coordination with school and district leaders.
  - a. Verify staff eligibility annually (e.g., National Board certification);
  - b. Update staff assignments and increment amounts annually; and
  - c. Track increment payments and submit requests to Payroll on schedule.
9. Explain, process, and finalize all paperwork for TRSL and LSERS retirement systems for all staff.
  - a. Be knowledgeable of and adhere to retirement laws, policies, and guidelines;
  - b. Assist new hires with retirement paperwork;
  - c. Attend retirement seminars/training sessions as needed;
  - d. Verify years served, process retiree list and certificates for retirees as needed; and
  - e. Certify all retirement inquiries through TRSL monthly.
10. Support volunteer/chaperone screening and approval.
11. Assist auditors with salary/payroll/evaluation information as requested.
12. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
13. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
14. Attend School Board meetings and prepare reports or presentations as requested by the Board or Superintendent.
15. Coordinate and serve as the chair of interview committees, presenting recommendations to the Superintendent as necessary.

16. Remain abreast of policy revisions or additions enacted by the legislature, Board of Elementary and Secondary Education, or school board as it relates to personnel matters.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
9. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific instructional requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_