School District of DeSoto
School Board Action
April 23, 2024
APPROVED

SCHOOL DISTRICT OF DESOTO COUNTY

DIRECTOR OF HUMAN RESOURCES

JOB DESCRIPTION

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Administrative Code, federal rules and regulations governing the employment process and equal employment opportunity. Knowledge of the collective bargaining process and related statutory, regulatory and contractual requirements. Knowledge of School Board policies, Florida Statutes and State Board of Education Rules regarding all aspects of personnel and risk management. Knowledge of Florida 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) Represent management in negotiating collective bargaining contracts including participation as member of the negotiating team or providing input to negotiators.
*(4) Supervise the development of job descriptions and the maintenance of salary schedules for all employees.
*(5) Develop and administer personnel appraisal systems.
*(6) Maintain applicant flow and employee personnel and salary records.

*(7) Ensure compliance with local, state, and federal regulations regarding all phases of employment.
*(8) Supervise employee background checks including fingerprinting, verifying experience, and other characteristics of potential employees.
*(9) Administer payroll policies and procedures, answer questions, and resolve problems encountered by payroll specialists.
*(10) Act as the Human Resources Management and Development (HRMD) coordinator.
*(11) Represent management in negotiating risk management and negotiate policies covering liability, property, workers' compensation, health, life, accident and other types of insurance.
*(12) Participate in matters relating to workers' compensation claims, unemployment compensation, arbitration, labor practices, and personal injury.
*(13) Act as liaison for the DeSoto County Education Foundation.
*(14) Study legislation, DOE technical papers/requirements and audit issues relating to human resource management
*(15) Supervise employee benefits program.
*(16) Oversee enrollment in the Florida Retirement System.
*(17) Oversee the retirement process.
*(18) Direct the collective bargaining process.
*(19) Monitor all employee evaluation systems.
*(20) Handle employee grievances.
*(21) Oversee the leave of absence program for workers' compensation and Family and Medical Leave.
*(22) Coordinate the teacher certification process.
*(23) Monitor, evaluate and recommend health benefits and other employee benefits.
*(24) Provide verification of records for credit and employment purposes.
*(25) Oversee the unemployment compensation program.
*(26) Oversee the workers' compensation program.
*(27) Conduct employment interviews, exit interviews and other conferences.
*(28) Coordinate teacher recruitment efforts.
*(29) Coordinate and direct leave administration procedures for the district.
*(30) Manage the district volunteer program.
*(31) Manage the payroll operation for the district.
*(32) Assist in wage and salary plan development.
*(33) Serve as district contact person for teacher certification, retirement, professional practices services, FDLE and drug screenings.
*(34) Coordinate and monitor all personnel application processes.
*(35) Establish and monitor a system of position control.
*(36) Oversee the personnel records system.
*(37) Facilitate coordination between essential divisions (human resources, finance, risk management, information technology) for the purpose of providing quality service to all employees and applicants with Schools.
*(38) Evaluate credentials and approve all instructional staff for certification purposes.
*(39) Assist instructional and support staff to resolve personnel issues.
*(40) Assist supervisors to resolve personnel problems.

*(41) Conduct orientation program for new employees.
*(42) Conduct substitute teacher training.
*(43) Prepare annual personnel renewal list for Board approval.
*(44) Follow up on test certification scores and forward results to the DOE.

Inter/Intra-Agency Communication and Delivery

*(45) Communicate with all district and school-based administrators and provide guidance and assistance with employee disciplinary procedures.
*(46) Advise in writing to all professional employees, whose certificates need to be renewed and notify their principals.
*(47) Advise all principals of the status of new teachers.
*(48) Respond to inquiries and concerns in a timely manner.
*(49) Keep Superintendent informed of potential problems or unusual events.
*(50) Serve on district, state or community councils or committees as assigned or appropriate.
*(51) Assist in the interpretation of programs, philosophy and policies of the district to staff.
*(52) Work with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

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

Systemic Functions

*(57) Review relevant items for Board agendas.
*(58) Represent the district in a positive and professional manner.
*(59) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
*(60) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
*(61) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

*(62) Provide leadership and direction for assigned areas of responsibility.
*(63) Provide support and guidance in the development of annual goals and objectives.
*(64) Assist in implementing the district's goals and strategic commitment.
*(65) Exercise proactive leadership in promoting the vision and mission of the district.
*(66) Set high standards and expectations and promote professional growth for self and others.
*(67) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
*(68) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(69) 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.

*Essential Performance Responsibilities

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:

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.

COMPENSATION:

Compensation for this position is Administrative Range VIII

EVALUATION:

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