JOB DESCRIPTION
Campbell County School District
Human Resources

Job Summary

The role of this job is to lead and oversee all human resource functions within the Campbell County School District. The Human Resources department ensures compliance with all federal, state, and local employment laws and Board policies. This position is responsible for staffing, employee relations, licensure compliance, onboarding, evaluations, personnel records, policy implementation, and supporting a positive and productive work environment across the district.

Qualifications

- Bachelor's degree required; Master's degree preferred in Human Resources, Business Administration, Educational Leadership, or a related field
- Minimum of five years of experience in human resources or school administration, with supervisory experience preferred
- Knowledge of employment law, licensure procedures, evaluation processes, and employee benefits
- Strong written and verbal communication skills
- Proficient in Microsoft Office and employee data systems (e.g., ASPEN, EIS, TNCompass, or similar platforms)
- Exceptional organizational skills and attention to detail
- Ability to maintain confidentiality and professionalism
- Ability to work with a diverse range of employees and stakeholders across all departments

Responsibilities

- Report to the Director of Schools/Assistant Director of Schools
- Keep information confidential at all times
- Serve as the district's primary authority for all human resource functions and personnel policies
- Oversee the recruitment, hiring, and onboarding of certified and classified employees
- Ensure all employee licensure and endorsements are compliant with Tennessee Department of Education regulations
- Maintain up-to-date personnel files and documentation in accordance with state and federal guidelines
- Coordinate employee evaluations and manage timelines for completion
- Monitor staff vacancies and collaborate with administrators to meet staffing needs
- Provide training and support to principals and supervisors regarding hiring, performance, and disciplinary procedures

- Coordinate and maintain employee health insurance, retirement, FMLA, workers' compensation, and other benefit programs in collaboration with the Finance Department
- Assist with salary schedules, contracts, and employment agreements
- Manage employee discipline and termination processes in accordance with Board policy and applicable laws
- Handle internal and external personnel inquiries professionally and in a timely manner
- Ensure compliance with all labor laws, including EEOC, ADA, FLSA, and Title IX
- Develop, update, and distribute job descriptions, personnel policies, and employee handbooks

- Coordinate background checks, onboarding paperwork, and orientation for all new employees
- Provide reports and data as requested by the Director of Schools, Board of Education, and state agencies
- Participate in state and regional HR-related trainings and professional development
- Perform other duties as assigned by the Director of Schools or designee

This job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Human Resource Manager.

Name (Print) Signature Date