



Job Title: Director of Human Resources

Supervisor: Chief Human Resources Officer

Terms of Employment: 246 days

Job Summary:

Plan, organize, control, and lead Human Resources programs for an assigned major segment of the department including, staffing, new employee induction, pre-employment clearances, legal compliance, implement professional development and other assigned areas for both certificated and support personnel; supervise and evaluate the performance of assigned staff.

Essential Duties:

KNOWLEDGE AND ABILITIES

1. Knowledge of district organization and operations, applicable federal and state laws for personnel practices; current management practices; school district staffing procedures and credential requirements; and appropriate procedures for credential obtainment/renewal, as well as classified staff requirements.
2. Ability to assemble and analyze data and make appropriate recommendations to school officials; work collaboratively with other departments, schools, and agencies; communicate effectively, orally and in writing; and to solve complex problems.

DUTIES AND RESPONSIBILITIES

1. Administers all aspects of recruiting, selecting, assigning, transferring and promoting certified and classified personnel.
2. Assists in the interpretation and implementation of applicable District, state and federal policies, laws, and regulations to staff and the public.
3. Directs and coordinates the planning, implementation of human resources services which are necessary for the efficient operation of the district.
4. Manages the evaluation process for all employees.
5. Coordinates the mentoring process for employees.
6. Serves as a liaison with the State Department of Education in the area of evaluation.
7. Conducts mentor and evaluator training sessions.
8. Demonstrates a thorough knowledge of the South Carolina Teacher Evaluation System.
9. Implements innovative recruitment procedures, evaluates and analyzes recruitment data annually.
10. Oversees the various functions of the non-instructional staffing process.
11. Develops appropriate personnel manuals as needed to implement district policies, state statutes, and Department of Education rules.
12. Provides oversight and leadership in the allocation of personnel to schools and departments.



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13. Advises and works with administrators and other employees in employment law, Board policies, State Statues, and contract interpretation.
 14. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment actions.
 15. Advises and assists school principals and department supervisors in handling technical personnel problems.
 16. Collaborates with other departments or divisions.
 17. Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
 18. Facilitates problem solving by individuals or groups.
 19. Reviews internal personnel procedures and develops new procedures when needed to aid in a more efficient operation.
 20. Empowers others to make decisions and carry out responsibilities.
 21. Uses technology effectively.
 22. Exercises proactive leadership in promoting the vision and mission of the District.
 23. Keeps up-to-date and well informed about trends and best practices in assigned area.
 24. Assists school and District staff in keeping abreast of issues and requirements in assigned area.
 25. Directs the annual recommendation process including issuance of statements of intent, contracts, legal correspondence, letters of agreement and statements of employment.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Chief Human Resources Officer.

Job Specifications:

Performance of this job will be evaluated annually in accordance with the District's evaluation procedures.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Master's degree with a major in personnel, public or business administration, education leadership, or a related field from an accredited college or university.
2. Principal experience preferred.
3. A minimum of 5 years management or supervisory experience within the last 3 years, with 3 years in a personnel function preferred.
4. The ability to establish and maintain healthy productive and positive relationship with staff and administration.



5. The knowledge and understanding of applicable laws, regulations, policies, and procedures including but not limited to the Americans with Disabilities Act, the Fair Labor Standards Act, Equal Employment Opportunity Commission, and the Family Medical Leave Act.
6. Have a thorough knowledge regarding effective principles and practices of leadership, management, supervision, and training.
7. Must possess excellent and effective oral and written communication skills.
8. Knowledge of legal and equitable interview and selection techniques.
9. Knowledge of performance evaluation approaches, strategies, and techniques.
10. Have a thorough knowledge of Human Resource Information Systems (HRIS).
11. The ability to plan, organize, control, and direct a variety of Human Resource functions.
12. The ability to provide technical information and assistance on personnel issues.
13. Work independently with little direction.
14. The knowledge and understanding related to Human Resources databases and software.
15. The ability to model professional behavior at all times.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

- Additional physical requirements include the following:
- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 306

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025