

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHIEF ADMINISTRATIVE OFFICER

GENERAL STATEMENT OF JOB

This individual performs a variety of supervisory and administrative tasks in directing the operation of the Beaufort County School System and carrying out the Beaufort County School system personnel administration policies and procedures including a wide variety of human resources programs and activities. This individual directly oversees all aspects of Human Resources for the district. In addition, this individual directly supervises the departments of Transportation & School Nutrition. Employee should exhibit knowledge and skills in effective leadership, strategic planning and change leadership, management, human resource development, and customer service. Employee creates operational processes, plans and coordinates programs for schools, conducts observations of the schools, assists and advises principals, and central services staff. Employee manages issues of a non-academic nature including, finance, human relations, transportation, parent communication, employee communication, food service, and any other management issue. Employee is also responsible for handling community concerns regarding schools and for working with community agencies to jointly address those concerns. Develops the goals and objectives for human resources in collaboration with other district leaders to ensure that BCS recruits, maintains, develops, recognizes and rewards a high-quality workforce that can manage ongoing change successfully while meeting the diverse needs of students, parents and the community. Work involves directing the development and/or coordination of programs and policies in such personnel components as recruitment, staffing, beginning teacher support, operation services, employee relations, employee benefits, insurance, and employee health services. Employee is also responsible for interpreting existing personnel ordinances, policies and procedures; addressing employee complaints or concerns; assisting elected officials in personnel matters; and acting as liaison to outside organizations and agencies involved in school personnel matters. Employee works with other cabinet members and outside agencies to share information and determine the most effective means of meeting personnel administrative needs and services. Employee assists with developing strategic plans for the system. Employee must exercise initiative and independent judgment in ensuring proper administration of personnel programs. Employee must also exercise tact and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations.

ESSENTIAL JOB FUNCTIONS

Works with principals to resolve school-based concerns and problems; assists principals and teachers in striving for maximum student achievement.

Facilitates an aligned K-12 instructional program that addresses state, local, and federal requirements to ensure academic achievement.

Ensures alignment of instructional resources with system's priorities and strategic plan.

Monitors implementation of safe school programs and resolves situations between schools, parents, and community. Publicly responds to concerns of the Community regarding schools; coordinates with community agencies to address the problems and needs of schools and their students.

Monitors school progress through feedback from students, teachers, principals, directors, the Board of Education, business leaders, consultants and parents. Receives suggestions, advice and general feedback on the operations of schools; helps ensure an open line of communication across the school system hierarchy, bringing insight from all levels to incorporate in policy and decision making.

Assists principals with decision making and problem solving; plans and develops programs to be implemented; assists in the implementation of district initiatives; monitors the results of programs implemented.

Attends meetings and participates in BCS related activities at the request of the Superintendent, provides input into long range improvement plans; monitors the development and implementation of school improvement plans; stays abreast of directions coming from the Board of Education and initiates the implementation of those directions in the schools.

Coordinates the staffing of all positions and ensures support for inducting and retaining personnel.

Provides assistance and support to building principals in evaluating and supporting staff.

Supervises the work of school principals, ensuring adherence to established policies, procedures and standards; advises and assists subordinates, as necessary, resolving problems as situations arise. Participates in budget decisions at the district level; oversees expenditures for all schools.

Takes a proactive role in identifying and responding to issues of interest to employees; works to ensure proactive and effective employee communications regarding human resources including but not limited to topics such as benefit enrollment and changes, employee surveys, pilot projects and incentives, etc.

Works closely with principals and central services staff in the planning, directing, supervising, assigning, and evaluating of recruitment activities, such as applicant interviewing, administration and scoring of examinations, determination of applicant qualifications, establishment and maintenance of registers of eligible, certification and referral of applicants, background investigations and reference checks.

Leads the planning, directing, supervision, assignment, and evaluation of the school's staffing, employee relations, employee benefits, insurance, health, and operational support services activities.

Directs investigation, analysis and method formulation for handling special projects; evaluates final results; reviews various prepared reports and performs special projects; advises and consults BOE; Superintendent, and/or other cabinet members on a variety of non-routine matters.

Leads the investigation, analysis, and decision making process regarding personnel problems and/or other related policy issues.

Works with CFO and Superintendent in the administration of the school system's compensation and performance evaluation programs, including job descriptions, salary surveys and position reclassifications.

Leads functions in interpreting policies and procedures and in counseling directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.

Determines the HR training needs throughout the school system; develops and plans training programs to meet the established needs; coordinates the implementation of both on-going and special interest training programs.

Directs the development of methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction, solve job-related problems and improve organizational effectiveness; assists in creating a work environment which emphasizes a commitment to service as a means to achieving personal satisfaction.

Assumes leadership role on the Superintendent's Cabinet; assists with developing system-wide budget, plans, policies and activities; performs various duties assigned by the Superintendent.

Prepares and delivers written and oral presentations on personnel recruitment and management issues to the Board of Education, principals, teachers, parents, and community groups; attends regular meetings of the Board; conducts staff meetings; attends other related meetings.

Supervises and conducts personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special projects, monitoring attendance and travel reports, and granting leave.

Stays abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjusts plans, policies and procedures accordingly.

Is well-informed regarding current local, state and federal laws regarding human resources management and development; stays abreast of state and federal public policy changes that could impact BCS.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education Administration or Educational Leadership, 3 to 5 years of experience as a classroom teacher and 6 to 9 years of experience as a school principal or central services staff; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the system procedures and School Board policies.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of conflict resolution techniques.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in counseling and developing staff.

Ability to develop long range plans for K-12 budgets and personnel.

Ability to collect and analyze statistical data.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Thorough knowledge of the principles, procedures and practices of public personnel administration.

Thorough knowledge of federal, state and local laws, rules and regulations governing personnel administration.

Thorough knowledge of the policies, procedures, methods, and practices of filing insurance and worker's compensation claims.

Thorough knowledge of the School System's organization and operational policies and procedures.

Thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Thorough knowledge of personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, and related personnel and management functions and services.

Thorough knowledge of administrative, managerial and supervisory practices and techniques involved in directing personnel management programs and services.

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved personnel programs, services and activities.

Ability to organize and supervise effective personnel management programs and services, and to promote personnel management practices as a part of the total management process.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.