

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR I – HUMAN RESOURCE SERVICES

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration and Supervision or Educational Leadership.
- (3) Minimum of five (5) years successful teaching and/or administrative experience.
- (4) Experience with negotiations and contracts.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutes, rules and regulations relating to personnel administration. Knowledge of School Board policies, Florida Statute 447 and employment-related rules covered by the Public Employee's Relations Commission, the Federal Justice Department and the Equal Employment Opportunity Commission. Knowledge of all master contracts for employees of the School District. Effective oral and written communication skills. Skill in the use of computers and other technological equipment. Ability to manage and supervise personnel. Ability to manage finances and departmental budgets. Skills in positive people management. Ability to plan, organize, manage time and prioritize duties.

REPORTS TO:

Assistant Superintendent – Human Resource Services

JOB GOAL

To effectively and efficiently manage the School District's Human Resources Department.

SUPERVISES:

Clerical personnel
Professional personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Supervise the daily operation of the Human Resources Department.
- * (2) Serve as the Chief Negotiator for employee labor contract negotiations.
- * (3) Direct grievance settlement process and represent management at grievance meetings and arbitration hearings.
- * (4) Supervise the posting of all instructional, administrative, and professional job vacancies.
- * (5) Supervise the verification of employment requests.
- * (6) Approve the hiring of all instructional, administrative, and professional employees.
- * (7) Supervise the maintenance of all elementary, secondary and special center rosters / directories.
- * (8) Supervise the maintenance of the applicant tracking program.

DIRECTOR I — HUMAN RESOURCE SERVICES (Continued)

- * (9) Supervise the development of the monthly School Board Agenda relating to Human Resource Services matters.
- * (10) Supervise the Priority Transfer List.
- * (11) Supervise the issuance of all instructional, administrative and professional contracts.
- * (12) Supervise the maintenance of all employee personnel records.
- * (13) Provide assistance in the development of a Human Resources Policy and Procedures Handbook.
- * (14) Recommend revisions and changes to School Board policy and master contracts as needed or applicable.
- * (15) Interpret and ensure compliance with staffing allocations.
- * (16) Analyze instructional, administrative and professional applicants' credentials.
- * (17) Ensure compliance with Master Contracts.
- * (18) Counsel with employees regarding any information about their employment.
- * (19) Analyze data and project future personnel needs for the District.
- * (20) Assist in recruiting and maintaining a highly efficient and well-qualified work force.
- * (21) Serve as lead person on Human Resource Services strategic planning activities.

Inter / Intra-Agency Communication and Delivery

- * (22) Interpret statutes, policies, regulations and rules related to personnel issues.
- * (23) Serve as liaison with the Florida Department of Education officials and other state agencies concerned with employee relations, including the Florida School Board Association, Florida Association of School Administrators, and the Florida school Labor Relations Service.
- * (24) Respond to inquiries or concerns in a timely manner.
- * (25) Keep the Assistant Superintendent informed of potential problems or unusual events.
- * (26) Work closely with District and school staffs in the delivery of Human Resource Services.

Professional Growth and Improvement

- * (27) Keep well informed about current trends and best practices in areas of responsibility.
- * (28) Maintain expertise in assigned areas to fulfill goals and objectives.
- * (29) Promote and support professional growth for self and others.
- * (30) Maintain a network of peer contacts through professional organizations.
- * (31) Attend training sessions, conferences and workshops to keep abreast of current practices, programs, regulations and legal issues.

Systemic Functions

- * (32) Develop or assist in developing the department budget and monitor its implementation.
- * (33) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (34) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (35) Serve on District, state or community councils or committees as assigned or appropriate.
- * (36) Represent, consistently, the District in a positive and professional manner.
- * (37) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (38) Provide leadership and direction for the assigned areas of responsibility.
- * (39) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- * (40) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (41) Assist in implementing the District's goals and strategic commitments.
- * (42) Exercise proactive leadership in promoting the vision and mission of the District.
- * (43) Provide oversight and direction for cooperative planning with other agencies.
- * (44) Set high standards and expectations for self and others.
- * (45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action to facilitate task accomplishment.
- * (46) Facilitate problem solving by individual or groups.

DIRECTOR I — HUMAN RESOURCE SERVICES (Continued)

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.

EVALUATION:

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

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 3

Date of Board Approval: August 21, 2001

Date of Revision: March 26, 2007