

## SCHOOL DISTRICT OF ESCAMBI A COUNTY

### JOB DESCRIPTION

#### MANAGER III - EDUCATIONAL SUPPORT PERSONNEL

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Business, Public Administration, Industrial Management, Human Resources Management, or related field, or an equivalent of a Bachelors Degree from an accredited institution and extensive experience in business management, public administration, human resources and/or industrial management.
- (2) Minimum of ten (10) years in human resources, business or industrial management or public personnel management.
- (3) Extensive experience in development of systems approach to management. Experience with initiation, maintenance and management of automated data management systems.
- (4) 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 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 develop, initiate and manage automated data management systems. Ability to manage and supervise personnel. Ability to manage finances and department budgets. Skills in positive personnel management. Knowledge of and ability to assist district administration and management in matters of employee discipline. Ability to plan, organize, manage time and prioritize duties.

#### REPORTS TO:

Assistant Superintendent - Human Resource Services

#### JOB GOAL

To effectively and efficiently manage and administer the Human Resources Educational Support Department of the school district.

#### SUPERVISES:

Human Resource Aides  
College and/or High School Students

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Manage and administer the educational support department within the rules and regulations set forth in the master contracts, statutes and Board Rules.
- \* (2) Manage and administer the posting of all Educational Support Personnel vacancies.
- \* (3) Develop, maintain and administer the Human Resources Educational Support Web Site.
- \* (4) Oversee the hiring of all educational support Personnel .
- \* (5) Administer the position control system for all educational support personnel.
- \* (6) Coordinate the discipline of educational support employees with supervisory personnel.

## **MANAGER III - EDUCATIONAL SUPPORT PERSONNEL (Continued)**

- \* (7) Interpret and ensure compliance with defined staffing allocations.
- \* (8) Provide guidance to educational support employees for retirement and related benefits.
- \* (9) Monitor and investigate arrests and court proceedings for educational support employees.
- \* (10) Ensure compliance with Master Contracts.
- \* (11) Counsel with employees regarding any information about their employment.
- \* (12) Ensure an employment process which is uniform and consistent throughout the district.
- \* (13) Supervise the maintenance and confidentiality of educational support employees' personnel records.
- \* (14) Recommend changes and revisions to School Board Policy and Master Contracts as needed or applicable.
- \* (15) Provide specialized training as needed for the Human Resources Office.
- \* (16) Analyze data and recommend future personnel projections for the educational support division.
- \* (17) Coordinate and manage contracts with providers for Human Resource Services as needed by the district.
- \* (18) Supervise the identification of qualifications for educational support applicants.
- \* (19) Supervise and coordinate the development of job descriptions, compensation analysis and position analysis for the educational support division.
- \* (20) Coordinate the development and assistance with the ESCAROSA Workforce Development Board for the district.
- \* (21) Ensure fairness and equity and provide problem solving and needs assessment for school-based and district-office management regarding support services employees.
- \* (22) Supervise the development and preparation of the monthly School Board Agenda for the Educational Support Division.
- \* (23) Ensure employee services and timely processing of support personnel and payroll processing.
- \* (24) Coordinate and manage the collective bargaining issues for the educational support employees.
- \* (25) Manage the development of policy to supercede the rules of the expired Civil Service System.

### **Inter / Intra-Agency Communication and Delivery**

- \* (26) Interpret statutes, regulations and rules; interact with school and district administrators and supervisors, FRS, union officials, attorneys, other agencies and school districts to exchange and collect information to improve district human resource operations.
- \* (27) Inform Director of potential problems or unusual events.
- \* (28) Respond to inquiries or concerns in a timely manner.
- \* (29) Work closely with the schools and district staff in the delivery of human resources services and support.

### **Professional Growth and Improvement**

- \* (30) Keep well informed about current trends and best practices in area of responsibility.
- \* (31) Maintain expertise in assigned areas to fulfill goals and objectives.
- \* (32) Promote and support professional growth for self and others.
- \* (33) Maintain a network of peer contacts through professional organizations.
- \* (34) Attend training sessions, conferences and workshops to keep abreast of current practices, programs, regulations and legal issues.

### **Systemic Functions**

- \* (35) Develop or assist in developing the department budget and monitor its implementation.
- \* (36) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (37) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (38) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (39) Represent consistently, the District in a positive and professional manner.
- \* (40) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (41) Provide leadership and direction for the assigned areas of responsibility.
- \* (42) Assist in implementing the District's goals and strategic commitments.
- \* (43) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- \* (44) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (45) Provide oversight and direction for cooperative planning with other agencies.
- \* (46) Set high standards and expectations for self and others.

**MANAGER III - EDUCATIONAL SUPPORT PERSONNEL (Continued)**

- \* (47) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (48) Facilitate problem solving by individuals or groups.
- \* (49) Exercise proactive leadership in promoting the vision and mission of the district.

**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**

## **Professional Salary Schedule – Pay Grade 5**

**Date of Board Approval: May 21, 2002**

**( Original Job Description No. 85 – Manager III-Classified Personnel Services deleted  
by Board: April 16, 2002.)**

**Date of Revision: October 22, 2002**