

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution with certification in Administration and Supervision or Educational Leadership.
2. Minimum of five (5) years successful professional experience.
3. or Master's Degree in Human Resource Management.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules, regulations and codes governing the management of Florida public school human resources. Skills in problem-solving, human interaction and the unique ability to handle sensitive personnel issues. Ability to plan and present information to a variety of audiences. Ability to represent the District at a variety of functions. Ability to work independently and make competent decisions on matters affecting area of responsibility. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Superintendent

SUPERVISES:

Receptionist, Staff Secretary and other assigned Support Personnel

POSITION GOALS

To plan, coordinate and supervise the operation of assigned responsibilities in such a way as to provide outstanding employees for the District in order to maximize the educational experience for students.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Manage the personnel services functions to include job descriptions, employee contracts, benefits and compensation, personnel records, retirement, employee certification, substitute teacher program, leaves of absence and other personnel procedures as required.
2. Provide support to schools and departments in implementing the performance appraisal system for all employees.
3. Develop personnel procedures, policies and administrative directives as needed.
4. Assist in the recommendation process for assignments, transfers, dismissals and promotions.
5. Respond to surveys and other correspondence requesting information on District employees as required.

6. Prepare agenda items for School Board meetings as requested by the Superintendent.
7. Serve as liaison and primary contact for the insurance carriers of employee and student insurance programs.

Inter / Intra-agency Communication and Delivery

8. Communicate with parents, the community, advisory and business groups regarding issues of personnel.
9. Maintain contact with other school districts and governmental agencies regarding issues in assigned areas.
10. Use effective communication strategies to interact with a variety of audiences.
11. Cooperate with colleges, universities and career guidance offices regarding the personnel needs of the District.

Professional Growth and Improvement

12. Keep abreast of legal requirements and proposed changes and provide advice to supervisor as required.
13. Participate actively in state and national professional organizations.
14. Provide inservice activities for substitute teachers and aides as needed.
15. Promote and support the professional development of assigned personnel.
16. Maintain a network of peer contacts through professional organizations.

Systemic Functions

17. Administer and monitor the issue of certification requirements for all employees.
18. Interpret School Board policy, state and federal regulations and laws relating to personnel issues.
19. Organize, plan and review the recommendations for policies and standards affecting the personnel department.
20. Implement procedures for addressing disciplinary actions as required by School Board policy and other laws and regulations.
21. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
23. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

24. Plan, recommend and implement procedures for the recruitment, selection and assignment of teachers, administrators and support personnel.
25. Assist in the establishment of short- and long-range goals and objectives.
26. Anticipate potential problems and design processes and procedures to address them.
27. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
28. Make and share decisions in a timely manner.

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 for the evaluation of personnel.

Job Description Supplement No. 11

JOB DESCRIPTION SUPPLEMENT

Physical Requirements for Performing Essential Job Functions

I. MACHINES, TOOLS & EQUIPMENT USED IN THIS POSITIONS:

Worker is required to use two or more of the following on a regular basis: telephone/other voice communication devices; audio-visual equipment; personal computer; mainframe computer terminal; copy machine; calculator; other specialized equipment typically used in an office setting.

II. PHYSICAL EXERTION REQUIREMENTS OF THIS POSITION:

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.

III. PHYSICAL ACTIVITY DURING A TYPICAL DAY:

A typical day's activities include sitting for extended periods, standing, walking, bending, stooping, pushing, pulling, lifting, and reaching; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and grasping are also required to carry out essential functions.

IV. WORKING CONDITIONS:

Indoors. Worker is subject to indoor conditions primarily with most work occurring inside. The worker is subject to low noise levels as to require normal talking in order to be heard.

V. TYPICAL JOBS:

Jobs requiring the activities described above may include the following: Assistant Superintendent; Director; Coordinator; Manager; Specialist; Resource Person; Psychologist; Counselor or other jobs requiring similar physical activity.