

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Human Resources Director*

QUALIFICATIONS: Endorsement as Parish or City Supervisor of Instruction or Educational Leader 2 certification; minimum of 5 years successful teaching experience in PreK-12 education; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

SPECIAL KNOWLEDGE/SKILLS:

- Knowledge of selection, training, recruiting, and supervision of personnel
- Knowledge of school employment law and hearing procedures
- Knowledge of wage and salary, leave, and performance appraisal administration
- Ability to implement policy and procedure
- Ability to interpret data
- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills
- Ability to speak effectively before groups of employees, the school board, parents, and other organizations
- Ability to speak effectively in both written and oral forms with all levels of management, both internal and external to the district

REPORTS TO: Superintendent

SUPERVISES: School Nurses

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the board's policy in reference to the evaluation of personnel.

SALARY: 12 - Month Certified Salary Scale

TERMS OF EMPLOYMENT: 12 - Months

JOB GOAL: Direct and manage the district's human resources function. Responsible for the implementation of human resources programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, and employee relations.

PERFORMANCE RESPONSIBILITIES:

- Recruit employees using various resources.
- Receive/review employment applications for eligibility.
- Actively pursue employment of persons from various ethnic diversities.

- Provide necessary pre service training which will assist auxiliary instructional staff.
- Conduct the New Teacher Orientation.
- Take appropriate action in reference to the certification of employees including submitting required documentation to LDOE and counseling employees on attaining, maintaining, upgrading, and add-ons to existing certifications.
- Receive/review for completion all employee evaluations; update evaluation instruments as needed.
- Principal of the Year, Teacher of the Year, and Support staff of the Year state contact person.
- Revise employee handbook.
- Criminal Background checks including Raptor; review results for eligibility; Louisiana State Police liaison.
- CJIS (Criminal Justice Information System) contact; complete required audits.
- Update the Regulations for the Evaluation and Assessment of School Personnel.
- LEADS coordinator/district contact person.
- Summary of Personnel state report.
- Exit Interview state report.
- Provide security for Webpams, TAS, eGrant, and EdLink.
- CIS Maintenance.
- Munis data entry/updates.
- Webpams data entry/updates.
- Data audits.
- Compliance in the employment of minors including internal audits of submitted forms.
- Labor law compliance/postings.
- Review/revise Human Resources policies; assist as needed in revision of all policies.
- School nurse compliance review.
- Update all employee job descriptions as needed.
- Verify employee service records.
- Maintain personnel folders both on current and inactive employees.
- Employee dress code.
- Receive, confer with, and respond to concerns of employees and others who contact the Human Resources Department.
- Manage the Human Resources and School Nursing Program budgets.
- Attend conferences, seminars, and other professional meetings for on-going professional development.
- Communicate and interact with the various employee groups to convey information as it relates to personnel matters and general problem-solving.
- Respond to legal and confidential matters impacting personnel of the district.
- Advise the Superintendent regarding all matters which involve conflict.
- Update and maintain current teacher tenure lists.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.

- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date