

Marion County Public Schools
Job Description

Position Title: Human Resources Director- Certified Department: Central Office Reports To: Superintendent Approved By: Marion County Board of Education Date: MAY 2016 Job Class Code: 8655
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SUMMARY: To assist the superintendent in attracting, retaining, and recruiting employees to maintain the best possible education programs and services for district programs. To assist the superintendent in providing leadership in the development and implementation of a quality district human resources program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develops and implements human resource policies and administrative procedures to meet the needs of the district and to comply with the state and federal laws.
- Develops and administers short- and long- range human resource budget objectives.
- Conducts investigations and maintains records.
- Represents the district at hearings, grievances, and arbitrations.
- Maintains certified and classified personnel applications, interviews applicants, and acquires references/documents for consideration of employment.
- Develop and maintain job descriptions.
- Recommends certified and classified employees to the superintendent for transfers, leaves of absences, terminations, and other circumstances that would affect an employee's status.
- Implements the District's employee benefit programs and services, and pre-employment physical screening activities.
- Helps insure that evaluations are conducted at the appropriate times.
- Works with all evaluators to assure that training is current and that the evaluator has all the necessary plans and forms. Assures compliance of all personnel policies and procedures.
- Plans and coordinates with the Instructional Supervisors the new teacher orientations and the substitute teacher orientation prior to and during the school year.
- Oversees the implementation of the Kentucky Teacher Internship Program (KTIP) and the Kentucky Principal Internship Program (KPIP).
- Supervise and evaluate the performance of assigned personnel.
- Recruits highly qualified and effective staff for employment.
- Monitors, analyzes and takes appropriate action relevant to professional certification issues to comply with the EPSB and National Board Certification guidelines.

- Directs the completion of reports required by the EPSB including the Local Educators Assignment (LEAD) and HQ reports.
- Serves as member of the Superintendent's leadership team and collaborates with other supervisors on a regular basis to ensure consistency in district's plans and services.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervise and evaluate the performance of assigned personnel.

QUALIFICATION REQUIREMENTS: Administrative or Supervisory certification from Educational Professional Standards Boards (EPSB)

EDUCATION and/or EXPERIENCE: Bachelor's Degree. Master's degree preferred

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic mathematical calculation.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate typewriter, ditto, photocopying machines and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, as to operate office equipment; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.