NELSON COUNTY SCHOOLS

Job Description

**TITLE**: ~~Executive Director of Student Support Services~~  Director of Human Resources

**QUALIFICATIONS:** Administrative or Supervisory certification from the Educational Professional Standards Boards (EPSB) Master’s Degree plus thirty (30) hours (Rank I) preferred; minimum of ten(10) years of experience; five (5) years of successful teaching experience and five (5) years of successful administrative experience and/or leadership preferred.

**REPORTS TO**: ~~Superintendent~~ COO

**JOB GOALS**: To assist the superintendent in providing leadership in developing, achieving, and maintaining the best possible educational programs and services for district programs. To recommend to the superintendent qualified, competent employees in order to hire and retain the best possible staff to provide services for the students in the district.

**PERFORMANCE RESPONSIBILITIES**:

Supervises: ~~Food Services Program~~, ~~Technology Program~~. Human Resources Assistant and Reception.

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 resources budget objectives.

Conducts investigations and maintains records.

Represents the district at hearings, grievances, and arbitrations.

Conducts unemployment Insurance Claim hearings.

Supervises the processing of and approves FMLA requests.

Works with Universities/Colleges to Develop MOUs for the placement of Student Teachers.

Supervises the placement of student teachers.

Monitors AESOP system and acts as the superintendent designee for approvals of leave request.

Processes request for donated sick leave and acts as the superintendent designee for approvals of request.

Maintains certified and classified personnel applications, interviews applicants, and acquires references/documents for consideration for employment.

Provides guidelines and oversees the management of human resource activities such as recruitment, performance reviews, benefits, training, and employee relations.

Recommends certified and classified employees to the superintendent for transfers, leaves of absences, terminations, and other circumstances that would affect an employee’s status.

Assists with the development of certified and classified evaluation plans including revisions, training, and implementation.

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 of the necessary plans and forms.

Develops School Calendar

Maintains and updates staff and substitute handbooks

Chairs district Discipline Committee and updates Discipline Code Book.

Monitors and ensures compliance with Emergency Drill schedule.

Monitors, analyzes, and takes appropriate action relevant to professional certification issues to comply with the EPSB and National Board Certification guidelines.

Coordinates and implements the centralized substitute calling system.

Maintains current job descriptions on all personnel.

Directs the completion of reports required by the EPSB including the Local Educators Assignment (LEAD), Labor Cabinet Survey of Occupational Injuries and Illnesses, KDE MERR report and HQ reports.

Works with the Kentucky School Boards Association and district staff as the contact for board policy and procedure updates and revisions.

Plans and coordinates with the Director of Instructional Services the new teacher orientation 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).

Collaborates with other directors (special education, instructional support services, and operations support) on a regular basis to ensure consistency in district’s plans and services.

Works with ~~Director of Operations~~  COO on monitoring the SBDM allocation process. ~~Supervises Director of Pupil Personnel.~~

Supervises ~~Food Services Program~~, ~~Technology Program~~. Human Resources Assistant and Reception.

Performs such other tasks and assumes such other responsibilities as may be requested by the Superintendent or COO or as required by the position

Demonstrates regular attendance and punctuality. Adheres to the appropriate code of ethics.

**KNOWLEDGE AND ABILITY:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.