

**ESTILL COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

JOB DESCRIPTION: Human Resources Director/Secondary Curriculum Supervisor

QUALIFICATIONS:

1. Valid Kentucky Teaching Certificate
2. Certification for school or district leadership
3. At least three (3) years of successful teaching experience
4. Knowledge of Curriculum, Instruction, and Assessment

REPORTS TO: Superintendent or Designee

JOB GOALS: Organize, plan, direct and implement the district's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance.

Facilitate and assist teachers and principals to translate curriculum goals and objectives into meaningful learning experiences for secondary students in the district; and to support the mission statement of the Estill County School System.

PERFORMANCE RESPONSIBILITIES:

- Organize, plan, direct and implement district human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; direct and supervise district personnel services, business affairs and employee relations programs.
- Develop and recommend human resources policies and objectives for the district; develop recruiting and placement practices and procedures.
- Determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.
- Develop, process and implement job design, job evaluation and performance appraisal programs.
- Assure compliance with wage and hour policies, compensation schedules and procedures and other policies related to human resources.
- Administer and oversee district employee benefits programs and services, employee assistance programs and pre-employment physical screening activities.
- Provide in-service management training programs for employees; design training programs to meet district-wide human resources programs policies and procedures.
- Explain and apply rules, regulations, policies and procedures related to classified and/or certified personnel.
- Provide technical information and assistance to others concerning employment policies
- Meets with teachers and principals to develop, interpret and help implement the district's curriculum.
- Participates in proposed and ongoing curriculum development.
- Completes all plans, correspondence, annual reports, and budgets related to requirements from the Kentucky Department of Education or the funding sources for the assigned areas.
- Plans and carries out a district-wide program of curriculum review and development.

- Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
- Supervises and coordinates the work of secondary curriculum resource consultants.
- Provides guidance in the selection and use of textbooks and other instructional materials.
- Works with teachers in the preparation of secondary curriculum materials.
- Demonstrate regular attendance and punctuality.
- Adhere to the appropriate code of ethics.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT: Days and salary pursuant to district salary schedules.