

ACTION ITEM

To: Members of the Elizabethtown Board of Education

From: Kelli Bush, Superintendent

Date: April 18, 2022

Subject: Director of Personnel

FACTS: As social media platforms have grown, the need for a dedicated staff member charged with developing, planning, organizing and implementing communication and public relations services for the district has grown. At the same time, the need for additional work in the area of personnel has increased due to staffing shortages. Along with creating a part time Communication Specialist position, the current position "Director of Personnel and Public Relations" job description needs to be revised to eliminate public relations duties. Separating these duties between two positions will allow for higher quality results as well as a decreased contract for the Director of Personnel position from 240 days to 220.

RECOMMENDATION: I recommend the revised Director of Personnel job description with a 220 day contract be approved.

Director of Personnel

REPORTS TO: Superintendent

QUALIFICATIONS: Bachelor's degree or Kentucky Teacher Certification

GENERAL RESPONSIBILITY: In cooperation with other central office personnel: oversee the recruitment, employment, and evaluation of personnel; develop, plan, organize, and implement public relation services for the district.

DUTIES:

1. Maintains an understanding of all board policies and procedures, regulations, and statutes regarding personnel.
2. Advises administrators with regard to the employment and evaluation of personnel.
3. Coordinates the district program for the evaluation of certified and classified employees. This includes the administration of teacher, administration, and Student Voice surveys.
4. Coordinates the employment of certified and classified personnel.
5. Develops/maintains an effective recruitment program.
6. Maintain records of personnel and potential applicants for employment.
7. Reviews all electronic applications for employment and recommends qualified candidates to administrators and supervisors.
8. Provides new teacher, substitute teacher, and classified substitute orientations.
9. Oversees the implementation and administration of all mandated district-wide training, to include those on sexual harassment, bloodborne pathogens, and child abuse and neglect.
10. Serves as the district coordinator for principal and teacher internship programs: KTIP and New Teacher Orientation/Cadre.

Director of Personnel and Public Relations (continued)

11. Administers the district's participation in the National Board Certification Program and provides data/reports as needed to the Kentucky Department of Education.
 12. Regarding potential disciplinary actions for district personnel, conducts investigations and provides counsel and support to the supervisor/administrator. Also oversees the implementation of district policies and procedures with regard to any employee's claims of sexual harassment and/or discrimination.
 13. Coordinates the placement of student teachers in the district's schools, in cooperation with participating universities.
 14. Prepares monthly reports on personnel actions for the Board of Education.
 15. Serves as the district's volunteer coordinator and ensures that a robust volunteer program exists at each school. Makes certain that all volunteers have had a criminal background check, and informs principals/supervisors and office personnel as to the results of the criminal background checks. Notifies any potential volunteers if they fail to meet the board's guidelines for serving as a volunteer.
 16. Assists local college students with scheduling observations of teachers, and provides guidance to school staff when needed.
 17. Maintains human resource software programs on behalf of the district: employee application software and substitute finder software, etc.
 18. Interfaces with the Education Professional Standards Board as needed and ensures data regarding certified personnel is up to date and accurate. Completes the LEAD report for the district.
 19. Develops and oversees teacher recognition programs.
 20. Collects and maintains a record of extended employment days for personnel that have such days in their contracts.
 21. Participates in appropriate local, state, and national professional meetings.
 22. Updates, revises and maintains job descriptions for all personnel.
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Director of Personnel and Public Relations (continued)

23. Performs other duties as assigned by the Superintendent.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

February 21, 2017

REVIEWED AND RE-ADOPTED:

May17, 2021

REVIEWED AND RE-ADOPTED:

ELIZABETHTOWN INDEPENDENT SCHOOLS

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