



JOB TITLE	Director of Personnel
REPORTS TO	Superintendent
SALARY SCHEDULE/GRADE	Admin Certified
CONTRACTED DAYS AND/OR HOURS	240 days
JOB CLASS CODE	0100
POSITION CLASSIFICATION	Certified
DATE APPROVED	

QUALIFICATIONS
Bachelor's degree or Kentucky Teacher Certification

POSITION SUMMARY
In cooperation with other central office personnel: oversee the recruitment, employment, and evaluation of personnel.

PERFORMANCE RESPONSIBILITIES
Maintains an understanding of all board policies and procedures, regulations, and statutes regarding personnel.
Advises administrators with regard to the employment and evaluation of personnel.
Coordinates the district program for the evaluation of certified and classified employees. This includes the administration of teacher, administration, and Student Voice surveys.
Coordinates the employment of certified and classified personnel.
Develops/maintains an effective recruitment program.
Maintain records of personnel and potential applicants for employment.
Reviews all electronic applications for employment and recommends qualified candidates to administrators and supervisors.
Provides new teacher, substitute teacher, and classified substitute orientations.
Oversees the implementation and administration of all mandated district-wide training, to include those on sexual harassment, bloodborne pathogens, and child abuse and neglect.
Serves as the district coordinator for principal and teacher internship programs: KTIP and New Teacher Orientation/Cadre.
Administers the district's participation in the National Board Certification Program and provides data/reports as needed to the Kentucky Department of Education.

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.
Coordinates the placement of student teachers in the district's schools, in cooperation with participating universities.
Prepares monthly reports on personnel actions for the Board of Education.
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.
Assists local college students with scheduling observations of teachers, and provides guidance to school staff when needed.
Maintains human resource software programs on behalf of the district: employee application software and substitute finder software, etc.
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.
Develops and oversees teacher recognition programs.
Collects and maintains a record of extended employment days for personnel that have such days in their contracts.
Participates in appropriate local, state, and national professional meetings.
Updates, revises and maintains job descriptions for all personnel.
Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>