

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR, PERSONNEL

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or related field. Three (3) years of Administrative or Supervisory experience may be used in lieu of Certification in Educational Leadership.
- (3) Minimum of three (3) years teaching experience and three (3) years administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of the collective bargaining process, Florida law, and the Administrative Code as it relates to human resource management. Knowledge of federal rules and regulations governing the employment process. Knowledge of Florida's funding mechanisms and budgeting. Ability to communicate orally and in writing. Ability to use high level interpersonal skills in order to maintain effective working relationships. Skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of the interface activities between the mainframe computer and the division / department data management function.

REPORTS TO:

Assistant Superintendent, Administration

JOB GOAL

To provide leadership for the planning, development, maintenance, and evaluation of the District's human resources management and development system to support and facilitate successful educational programs throughout the District.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

DIRECTOR, PERSONNEL (Continued)

- * (1) Coordinate and manage the District staffing plan, and wage and salary development.
- * (2) Coordinate the teacher certification process.
- * (3) Coordinate the staff development process in the District.
- * (4) Provide advice to the Superintendent as to the personnel status of the school system and the wide use of personnel resources.
- (5) Assist in the preparation for collective bargaining.
- * (6) Coordinate and manage the function of personnel services for the School District including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation and retirement systems.
- (7) Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- * (8) Supervise the evaluation process of all personnel within the division / department of personnel services as well as overall supervision of the evaluation of all personnel within the school system.
- * (9) Coordinate and manage the process of selection of central staff and school administrative personnel.
- * (10) Assist the Assistant Superintendent in organizational analysis and development.
- * (11) Coordinate and manage the development and implementation of personnel policies and procedures.
- * (12) Plan, direct and monitor the application and employment process of certificated and classified employees.
- * (13) Plan and direct recruitment programs for certificated and classified employees and monitor critical employee classifications.
- (14) Conduct, with assistance, a District orientation program for new teachers.
- (15) Conduct employee adjustment counseling when desired or required.
- * (16) Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
- * (17) Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
- * (18) Direct and monitor the processing of leave requests in accordance with law, regulation and School Board policy.
- (19) Coordinate the development of job descriptions and evaluation systems.
- (20) Direct and monitor, in accordance with agency requirements, programs in unemployment compensation.
- * (21) Coordinate and monitor the position control system.
- (22) Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel, and other conferences related to the personnel function.

DIRECTOR, PERSONNEL (Continued)

- *(23) Maintain regular and confidential personnel records.
- *(24) Manage the District's employee benefits programs.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(26) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Lane D PER
Salary Index 1.0390 of the Administrative Salary Schedule
DOE Job Code 77322**

**Board Approved 03/20/2001
Revised Board Approval 04/11/2017**