

# **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

## **DIRECTOR OF HUMAN RESOURCES**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- (1) Master's Degree in Educational Leadership, Human Resources, or related field from an accredited educational institution.
- (2) Three (3) years of successful experience in education including experience in an administrative or supervisory capacity.
- (3) Experience in personnel management or human resources development preferred.
- (4) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida Administrative Code, federal rules and regulations governing the employment process and equal employment opportunity. Knowledge of the collective bargaining process and related statutory, regulatory and contractual requirements. Ability to read, and interpret applicable laws, rules, policies and procedures. Ability to communicate orally and in writing, using high level interpersonal skills. Ability to handle department budget and finances. Knowledge of personnel management.

#### **REPORTS TO:**

Assistant Superintendent for Administrative Services

#### **JOB GOAL**

To provide leadership, direction and training for the district's personnel management system to ensure optimal utilization of human resources to support and facilitate successful educational programs.

#### **SUPERVISES:**

Assigned Personnel

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \* (1) Direct and coordinate the planning, implementation and evaluation of the district's comprehensive personnel management system.
- \* (2) Conduct employment interviews, exit interviews and other conferences.
- \* (3) Coordinate teacher recruitment efforts.
- \* (4) Oversee and monitor the affirmative action program.
- \* (5) Coordinate and direct the leave of absence procedures for the district.
- \* (6) Assist in wage and salary plan development.
- \* (7) Serve as district contact person for teacher certification, retirement, professional practices services, Florida Department of Law Enforcement (FDLE) and drug screenings.
- \* (8) Coordinate and monitor all personnel application processes.
- \* (9) Establish and monitor a system of position control.

- \*(10) Oversee the personnel records system.
- \*(11) Facilitate coordination between essential departments (payroll, finance, risk management, educational technology) for the purpose of providing quality service to all employees and applicants.
- \*(12) Evaluate credentials and approve all instructional staff for certification purposes.
- \*(13) Assist instructional and support staff to resolve personnel issues.
- \*(14) Counsel personnel.
- \*(15) Assist supervisors to resolve personnel problems.
- \*(16) Conduct orientation programs for new employees.
- \*(17) Conduct substitute teacher training.
- \*(18) Prepare the annual personnel reappointment list for Board approval.
- \*(19) Follow up on test certification scores and forward results to the Department of Education (DOE).
- \*(20) Analyze staff retention data and project potential vacancies.
- \*(21) Facilitate unemployment compensation procedures for the district.
- \*(22) Coordinate the fingerprint clearance process for vendors in accordance with the Jessica Lunsford Act.
- \*(23) Coordinate the fingerprint clearance process for employees.

#### **Inter/Intra-Agency Communication and Delivery**

- \*(24) Communicate with all district and school-based administrators and provide guidance and assistance with employee disciplinary procedures.
- \*(25) Advise in writing all professional employees, whose certificates need to be renewed and notify their principals.
- \*(26) Advise all principals of the certification status of new teachers.
- \*(27) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(28) Respond to inquiries and concerns in a timely manner.
- \*(29) Keep supervisor informed of potential problems or unusual events.
- \*(30) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(31) Provide oversight and direction for cooperative planning with other agencies regarding areas of responsibility.
- \*(32) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \*(33) Work closely with district and school staffs to support school improvement initiatives and processes.

#### **Professional Growth and Improvement**

- \*(34) Oversee the district staff development program.
- \*(35) Oversee the human resources development program.
- \*(36) Maintain a network of peer contacts through professional organizations.
- \*(37) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \*(38) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(39) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

#### **Systemic Functions**

- \*(40) Prepare and review relevant items for Board agendas.
- \*(41) Represent the district in a positive and professional manner.
- \*(42) Assist in developing the department budget and monitor its implementation as required.

- \*(43) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(44) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(45) Develop annual goals and objectives consistent with and in support of district goals and priorities.

**Leadership and Strategic Orientation**

- \*(46) Provide leadership and direction for assigned areas of responsibility.
- \*(47) Provide support and guidance in the development of annual goals and objectives.
- \*(48) Assist in implementing the district's goals and strategic commitment.
- \*(49) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(50) Set high standards and expectations and promote professional growth for self and others.
- \*(51) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(52) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(53) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**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.

Job Description Supplement 11

**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.

Board Approved: May 14, 2019