

**BAY DISTRICT SCHOOLS**

**DEPARTMENT OF HUMAN RESOURCES**

**JOB DESCRIPTION**

**TITLE: Executive Director of Human Resources and Employee Support Services**

**QUALIFICATIONS:**

1. Master’s Degree or higher with certification in Educational Leadership, Administration and Supervision, School Principal, or Professional School Principal **or** Master’s Degree or higher with eight years of progressively responsible and successful job experience in personnel and human resources management.
2. Direct experience and familiarity with the human resource requirements imposed by Florida Statutes on school districts or other governmental entities in Florida.

**PHYSICAL REQUIREMENTS:**  Light

* *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
* *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
* *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects****.***

**REPORTS TO:** As assigned on current Organizational Chart

**SUPERVISES:** As assigned on current Organizational Chart

**PERFORMANCE RESPONSIBILITIES:**

1. Develops, maintains, interprets, and executes administrative procedures and practices as related to the human resources function of the district.
2. Manages and monitors the services required by the functions of Human Resources to include job descriptions, employment contract compensation, personnel records, retirement, teacher certification, instructional and non-instructional staffing, substitute teachers, leaves of absence, and other personnel procedures.
3. Develops long and short-range (1-5 years) goals, objectives, and priorities for the Human Resources Department.
4. Ensures compliance with local, state, and federal regulations regarding all phases of employment, including certification monitoring and staffing needs.
5. Serves as the custodian of personnel records and assures compliance with Florida Statute when reviewing personnel records.
6. Maintains strict confidentiality of accessible records
7. Serves as the district contact for public records requests and maintains compliance with Florida Statute regarding public records requests
8. Assists with the coordination and monitoring of the system of compliance for background checks for employees, contractors and vendors as specified in Florida Statute.
9. Assists with the monitoring of all FLDOE/FLDE/FBI Level II background screening and assures compliance including conducting fingerprint committee hearings and responding in writing to applicants/employees regarding the committee’s decision.
10. Plans, recommends, and implements procedures for the recruitment, selection and assignment of highly qualified and critical area teachers, administrators and support personnel.
11. Serves as the Equity and Access coordinator for the district.
12. Monitors the development of job descriptions and approves job descriptions for presentation to school board.
13. Supervises and evaluates the performance of all staff in the Department of Human Resources.
14. Assumes administrative responsibility for the department’s budget.

1. Plans and supervises a program for the advertising of all available positions with focus on providing the most technologically efficient methods of application submission and response to applicants.
2. Provides support to schools and departments in implementing the District performance appraisal system for all employees.
3. Plans and facilitates the selection process for all administrative positions in the district in compliance with Florida Statute and Board Policy.
4. Confers with prospective administrative employees and advises them of District hiring procedures and employment opportunities.
5. Reviews and investigates complaints related to employment issues and employee discipline.
6. Implements and monitors established procedures for progressive discipline.
7. Assures adherence to the requirement of due process.
8. Develops a recommendation for resolution for complaints related to employment issues in conjunction with the Superintendent and other supervisors involved.
9. Serves as the district liaison for the Florida Education Standards Commission and submits reports regarding instructional staff misconduct.
10. Develops and monitors the District’s procedures for meeting certification requirements for all employees.
11. Develops procedures for personnel, policies, and administrative directives.
12. Interprets School Board policy, State and Federal regulations and laws relating to the personnel function in the district.
13. Serves as the district contact for drug and substance abuse testing.
14. Participates in legal matters involving unemployment compensation, arbitration, unfair labor practices, personal injury, and related matters.
15. Maintains procedures to assure compliance with required EEOC issues
16. Investigates issues relating to employment practices, leaves, transfers/reassignments and the Master Contract.
17. Advises school-based and district level administrators regarding personnel matters.
18. Assists with the development and implementation of substitute and new employee training programs.
19. Participates, as required, in appropriate local, state, and national meetings.
20. Liaisons with Department of Education officials and other state agencies concerned with human resources and employee relations issues.
21. Develops and maintains a personnel policy handbook.
22. Plans and presents inservice training regarding the personnel function of the district.
23. Performs other incidental tasks consistent with the goal and responsibilities of this position.

37. Recommends the employment and retention of all personnel within the assigned area of responsibility on organizational chart based on district’s employment and assessment policies and procedures.

38. Performs other related duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.

2. 12 months. Paygrade as established by the School Board in Salary Schedule 2.

**EVALUATION:** Performance evaluated annually by position supervisor in accordance

with School Board Policy

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Reviewed by Dept. of Human Resources

**Bay District Schools is an Equal Opportunity Employer**