

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida certification in administration / supervision, administration, school principal, professional school principal, or educational leadership.
- (3) Minimum of ten (10) years successful work experience, with at least five (5) years as an administrator; or, at least five (5) years of successful experience in personnel management; or, at least five (5) years of successful experience in educational research and measurement and evaluation methodology.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes and State Board of Education rules as they pertain to assigned areas. Ability to communicate effectively orally and in writing with educators and the public. Knowledge of needs assessment and program planning procedures, educational research and evaluation methodology and educational measurement concepts and techniques.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To oversee the full scope of human resources as related to maintaining the vision, mission, and values of the school district.

SUPERVISES:

Assigned Support Personnel

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.

Job Description Supplement No.
PERFORMANCE RESPONSIBILITIES:

DIRECTOR OF HUMAN RESOURCES (Continued)**Service Delivery**

- * (1) Prepare studies and reports according to District and School Board priorities.
- * (2) Direct and coordinate the collection, analysis, verification, and interpretation of federal, state, and District required reports for District programs, administrative functions, and student performance.
- * (3) Assist with development of job descriptions and evaluation systems.
- * (4) Present reports and disseminate information as required by project / grant / contract specifications, the School Board, or school and District administrators, and as needed to support District programs and school improvement planning.

Interagency Communication and Delivery

- * (5) Act as a liaison with District, federal, state, university, and community resources to support ongoing student information and evaluation activities.
- * (6) Serve as state and federal contact for program evaluations, research projects and grants, and information requests.
- * (7) Work with other Teaching and Learning Leaders, Directors, and Staff Development office in the areas of instructional programs and teaching methodology design and implementation.
- * (8) Work cooperatively with other administrators on problems of mutual concern.

Professional Growth and Improvement

- * (9) Keep abreast of current trends and research in areas of responsibility.
- * (10) Participate in workshops, conferences, and meetings to update information and to assist others in keeping current.

Systemic Functions

- * (11) Assist with interpretation of Florida Statutes, Florida State Board of Education rules, Gadsden County School Board rules and other regulations pertinent to principals and other personnel.
- * (12) Conduct studies related to efficiency and economy in the allocation of human and material resources.
- * (13) Review internal procedures and recommend new procedures when required or when new procedures will aid in efficiency or effectiveness.
- * (14) Direct the planning and preparation of Department of Education required aggregate reports and plan and prepare annual reports for District and schools as related to student and program information.
- (15) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (16) Direct the analysis of community and District demographic, geographic, and related data sources to determine short- and long-range needs of the District.
- * (17) Provide proactive leadership for departmental functions and activities.
- * (18) Serve on the Superintendent's Executive Leadership Team.
- * (19) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (20) Identify potential problems and issues and take appropriate action to address them.
- * (21) Facilitate problem-solving by individuals and groups.
- * (22) Model high standards of professional conduct.

*Essential Performance Responsibilities