

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Director of Personnel and Student Affairs

QUALIFICATIONS:

- Bachelor's or Master's degree in Education
- Administrative endorsement
- Able to communicate effectively to the Board and various other lay and professional audiences
- Thorough knowledge of Federal, State, and District laws, policies, procedures, and best practices regarding student discipline
- Ability to relate to a wide variety of people and to observe, listen, motivate, and provide leadership which results in the best environment
- Ability to apply critical thinking skills in rendering solutions to various issues

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing direction and leadership for the overall administration and coordination of personnel and student affairs to ensure a safe, disciplined learning environment throughout the school district for both students and staff.

REPORTS TO: Superintendent

SUPERVISES: Human Resource Manager, Public Relations Clerk

PERFORMANCE RESPONSIBILITIES:

Personnel Director

- Coordinate and direct all operations of the district's personnel office to include personnel hiring, evaluation, and management
- Interpret and clarify personnel policies to all employees and resolve personnel grievances or complaints when requested by the superintendent
- Establish and maintain appropriate personnel records for all staff members
- In coordination with district staff, recruit highly qualified individuals to fill all certified positions and other school personnel
- Plan and direct programs of orientation of all new hires including substitute teacher new hire orientation, in-service, and performance training
- Ensure staff compliance with annual evaluation requirements per the SCCSD policies

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- Develop a plan to monitor the periodic written performance evaluation of each department as required by district and state policy
- Manage the Educator Licensure Management System (ELMS) to ensure district compliance with state regulations for MTES and MPES
- Manage staff requests for renewal per ELMS
- Plan, develop, and revise human resources policies in accordance with state legislation for submission to the Board for adoption
- In coordination with the business manager, develop, disseminate, collect, and compile employee intent forms, contracts, and at-will agreements as directed by state law and board policy
- Maintain and update a complete file of job descriptions for the district
- Collect, verify, and prepare data for the state personnel report as required by Mississippi Public School Accountability Standards
- Review/monitor the online application files to receive and establish transcripts, letters of reference, and similar documents pertinent to each job application
- Manage all unemployment claims
- Oversee the Family Medical Leave Act approval process
- Annually prepare and disseminate students handbooks
- Annually prepare and disseminate employee handbooks
- Prepare and maintain documentation of all personnel issues to include suspensions, terminations, and grievances
- Conduct Mississippi Department of Education Code of Ethics training for all district employees and maintain documentation of such
- Organize and supervise district recruitment fair
- Update and maintain district recruitment plan
- Organize and facilitate employee interviews for district vacancies
- Coordinate effort for "Grow Our Own" projects
- Oversee the background check of all new hires, which includes background checks from the Child Abuse Agency, Drug Screening tests, FBI and file documents accordingly
- Notify the superintendent regarding findings per outcomes of background results
- Develop and maintain the district organizational chart per the superintendent
- Develop district fiscal year calendar for the upcoming school year ensuring compliance with MS Public School Accountability Standards
- Check all new hires through E-Verify and Mississippi state directory of new hires
- Complete moving expense request
- Complete employee verification requests
- Direct and facilitate the requirements or request from MDE
- Oversee the Public Relations Clerk to enhance district presence in community, surrounding areas, state, and nationally

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- Oversee the Public Relations Clerk to implement recruitment and retention efforts on an on-going basis
- Perform such other tasks and assumes such other responsibilities as requested by the superintendent

Student Affairs

- Serves as the district liaison for The Sunflower County Systems Change Project
- Assists with the planning, development, implementation, and evaluation of a safe, disciplined environment
- Plans and directs a District-wide discipline management plan that aligns with district-approved handbooks and board policies
- Assists in developing and coordinating District and community resources to provide a safe, disciplined learning environment
- Assists in developing and coordinating District and community resources to provide discipline *prevention and intervention services* and *resources* to schools
- Assists with the coordination of student discipline hearing procedures
- Compiles and analyzes District, State, and Federal discipline data, summaries, and trends to assist in developing responsive prevention and intervention strategies
- Advises parents, administrators and other staff regarding student discipline
- Identifies resources, *models and best practices* for improving student discipline and school climate
- Assists and facilitates school staff in implementing applicable resources and models
- Provides staff development on student discipline procedures, policy, and legal requirements
- Serves as a member of the District Positive Behavior Interventions and Supports (PBIS) Team
- Assists schools with implementing PBIS appropriately
- Performs all other duties as requested

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)