

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Director of Personnel, Special Projects, and Accountability

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
- Good physical condition with the ability to lift 10 pounds

JOB GOAL: To assist the Superintendent in attracting and retaining high quality faculty and staff, to ensure that the district remains in compliance with the Mississippi Public School Accountability Standards, and to act as a liaison between the services provided by the Indianola Promise Community and the district

REPORTS TO: Superintendent

SUPERVISES: Assigned staff

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
- 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
- Manage MSBA policy manual to include updating, revision, and adopting of new and current policies
- 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
- Manage all doctoral requests
- 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 Mississippi 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
- Collaborate with the Public Relations supervisor to enhance district presence in community, surrounding areas, state, and nationally
- Collaborate with the Public Relations supervisor to implement recruitment and retention efforts on an on-going basis
- Create a plan for monitoring district-wide implementation of the Mississippi Public School Accountability Standards and implement the plan accordingly
- Perform such other tasks and assumes such other responsibilities as requested by the superintendent

IPC Liaison

- Coordinate the programs and activities of the Indianola Promise Community with those of the Sunflower County Consolidated School District to ensure a seamless delivery of services for teachers and students that lead to higher student achievement

- Establish goals and objectives for professional development program and projects for instructional personnel
- Meet regularly with administrators, teachers, and additional IPC staff to establish goals and identify specific training needs of the district's personnel
- Coordinate the establishment of procedures, timetables, preparation of necessary forms and letters, assignments of workshop sites, and all their practical elements of in-service training
- Prepare and administer the program budget
- Observe and evaluate staff and instructional resources and provide recommendations for the professional development plan
- Direct daily and strategy operations of the department including: personnel performance management, strategic planning, and budget/fiscal planning and management
- Continuously expose best practices for training and professional development I higher education institutions to identify potential new program for initial development and testing followed by district-wide implementation as appropriate
- Maintain on-going evaluation of the Indianola Promise Community Project's effectiveness and recommend adjustments and changes as necessary within the framework of the project

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)