

## **JOB DESCRIPTION**

### **JOB TITLE: Human Resource Supervisor**

**Job Purpose Statement:** The job of "Human Resource Supervisor", under direction of the Assistant Superintendent of Schools, is to recruit necessary administrative, certified and classified personnel to insure a consistent high-educational program is provided to each student in the district. Implement the district's employment policies in a consistent and positive manner to comply with state and federal employment laws.

### **Essential Job Functions:**

- \* Sound decision-making skills, aptitude for problem solving, proficiency in planning and organizing, strong work ethic.
- \* Strong interpersonal and communication (verbal and written) skills.
- \* Ability to value and promote diversity in the workplace.
- \* Ability to read, analyze, and interpret government regulations, write reports, and present information effectively.
- \* Ability to perform basic math functions to calculate hourly wages, compensation rates, and budget compliance.
- \* Ability to define problems, collect data, establish facts, and draw valid conclusions.
- \* Efficient use of database, spreadsheet, and word processing programs.
- \* Maintain, screen, and process current application files of prospective candidates for all teaching, administrative, supervisory, and support positions.
- \* Insure compliance with state and federal regulations including EEOC, ADA, FMLA, Affirmative Action, and Title VII. 2.09.0
- \* Prepare/maintain statistical information (such as ISEE) on all personnel and submit required statistical reports to the State Department of Education, the Superintendent, and the Board of Directors.
- \* Supervise employees in the Human Resources Department in accordance with the organization's policies and applicable laws, including interviewing, recommendations for hiring, training employees; planning, assigning, and directing work; and appraising performance.

### **Other Job Functions:**

- \* Assist administrators with the screening of applicants for vacancies to the appropriate administrator.
- \* Verify certification of employees to ensure compliance with state and federal certification regulations.
- \* Process requests for internal transfers in accordance with the district's policy on transfers.
- \* Screen and select qualified substitute teachers and other educationally-related substitute positions needed to support the classroom.
- \* Assist the Assistant Superintendent with processing recommendations for termination of employees, assemble substantiating information for dismissal of employees, and assist in arranging for necessary conferences and hearings.
- \* Co-Chairman of the districts Educational Support Committee with the Assistant Superintendent.
- \* Assist in developing, reviewing, and revising job descriptions.
- \* Implement internal and external notifications of vacancies in accordance with district policies.
- \* Maintain and update district certified, classified, and administrative salary schedules.
- \* Review and evaluate personnel files to insure proper placement on the salary schedule.

- \* Verify all additional credits for coursework to meet district requirements for salary schedule advancement.
- \* Assist in developing and recommending salary policy and structure.
- \* Assist in the development of personnel policies and interpret existing personnel policies/regulations to staff.
- \* Assist in ensuring that district personnel record keeping is in compliance with state and federal regulations including EEOC, ADA, FMLA, Affirmative Action, and Title VII.  
2.09.0
- \* Assist the Assistant Superintendent in counseling classified employees to resolve complaints/grievances and other matters related to personnel management, and work with principals and supervisors on difficult or sensitive personnel matters.
- \* Assist the Assistant Superintendent with the district's affirmative action program and insure district policies/procedures reflect consistent and equal opportunity for all personnel.
- \* Process claims related to unemployment compensation.
- \* Verify employment information upon request.
- \* Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements - Qualifications:**

- \* **Experience Required:** Job-related experience with increasing levels of responsibility.

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate standard office equipment including pertinent software applications; use English in both written and verbal form to communicate effectively with staff, the public, and local, state, and/or federal agency personnel; perform basic arithmetic calculations and accounting procedures; establish and maintain accurate and detailed records; make judgments based on common sense; plan and manage multiple projects; perform tasks in an environment with distractions and interruptions; use correct spelling, grammar and punctuation; and prepare clear and accurate reports.

*Knowledge of:* regulations, policies, codes and/or laws related to assigned administrative area; basic budgeting, financial and statistical record keeping; modern office methods; and problem-solving methodology.

*Abilities to:* understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; read/interpret/apply pertinent codes, policies, regulations and/or laws; adhere to safe work practices; work cooperatively with others; adjust to flexible work assignments; provide direction to others; work under time constraints; maintain confidentiality of applicable records; work accurately with attention to detail and with minimal supervision; meet deadlines and schedules; think logically; operate business related equipment, and handle and work with various materials and objects.

*Significant physical abilities include* sitting for prolonged periods, reaching/handling/fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation; regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.

- \* **Education Required:** Associates degree or four to ten years related experience and/or training; or equivalent combination of education and experience deemed acceptable by the Superintendent and Board of Directors.

- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; possession of a valid Motor Vehicle Operator's License; insurability by the District's liability insurance carrier.