

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Director of Personnel

LOCATION: Central Office

JOB CATEGORY: Professional

PAY GRADE: Grade 31

FSLA: Exempt

IMMEDIATE SUPERVISOR:
Superintendent

GENERAL DEFINITION AND CONDITIONS OF WORK

Improves the quality of instruction and facilitates learning through effective staff selection and assignment; Ensures Division compliance with federal, state, and local laws, regulations, and policies, and facilitates an effective Human Resource Program/services for all employees of the Division.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, directs, and coordinates recruitment of school personnel;
- Coordinates administrative and supervisory participation in the personnel selection process; and interviews and recommends qualified applicants to the Division Superintendent for job vacancies;
- Supervises preparation and adjustment of annual and continuing employment contracts;
- Administers, supervises, and interprets license regulations and procedures; and notifies professional personnel of licensure renewal;
- Develops, supervises and maintains an active roster of qualified substitute personnel and homebound instructors;
- Monitors and administers claims for employment insurance benefits; and acts as designee of Division Superintendent in appeals of disputed claims;
- Acts as designee of Division Superintendent in conferences of non-renewal of contract of probationary teachers, grievances, and other due process hearings;
- Facilitates and coordinates transfer of personnel;
- Plans, supervises, and maintains personnel information report systems;
- Maintains active file of applicants for all job positions;
- Interprets and administers school division personnel policies and regulations to employees;
- Cooperates with college and/or university educational placement offices and other school divisions to promote positive in/external organizational relations;
- Conducts surveys, investigations, and research and interprets and distributes results, as requested by the Superintendent;
- Attends School Board meetings and prepares reports as requested by the Superintendent;

- Reports on the status of Division programs and services at the request of the Superintendent;
- Prepares reports as requested by the Virginia Department of Education;
- Supervises staff assigned to Personnel Department;
- Stays informed of current Human Resource trends and programs for Division schools;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Includes but are not limited to the following: Candidate must possess demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to deliver articulate oral presentations and written reports; Thorough knowledge of the performance management, compensation and benefits, and evaluation methodologies; Ability to analyze and solve complex human resources problems.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university. Advanced degree in appropriate area preferred. Supervisory experience in a Human Resource environment is required.

SPECIAL REQUIREMENTS

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education. Demonstrated knowledge in general school management and an extensive understanding of current Human Resource laws and regulations. Must be able to provide own transportation to school-related functions and schools throughout the division. Travel to recruitment fairs, program locations, and schools within the division is required. Frequent operation of office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in settings to include: Central office and schools throughout division. Frequent walking, stooping, standing, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel to recruitment fairs/activities, schools throughout the division and central office is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions. Regular contact with staff members, school administrators, and applicants is required.

EVALUATION

The Superintendent of Schools will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.