

Ashe County Schools Job Description

POSITION	Director of Human Resources
TERM	12-month position
FLSA STATUS	Exempt
EDUCATION	Master's Degree in Educational Administration
QUALIFICATIONS	North Carolina Licensure in School Administration (00011 or 00012)
EXPERIENCE	Minimum of 5 years successful experience in an educational setting; minimum of 2 years administrative experience
PAY GRADE	NC Salary Schedule
REPORTS TO	Superintendent

Role Plan, organize and direct the personnel program in conformance with state and federal laws, as well as state and local policies and procedures. Work cooperatively with the Superintendent to assure an efficient and effective personnel management program. Confer regularly with administrators and supervisors on personnel staffing and other personnel-related concerns.

KNOWLEDGE AND ABILITIES

- Thorough knowledge of the principles, procedures and practices of public personnel administration
- Thorough knowledge of federal, state, and local laws, rules and regulations governing public school personnel administration
- Thorough knowledge of the school system's organization and operational policies and procedures
- Thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules, and regulations.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified and /or improved personnel programs, services and activities
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments

DUTIES AND RESPONSIBILITIES

- Follow all rules, policies and procedures of Ashe County Schools, along with state and federal regulations pertaining to personnel issues
- Assists in planning, developing, coordinating and evaluating the operations of the Human Resources Department
- Provides advice, support and assistance by interpreting policies and procedures and by counseling directors, officers, employees and other government agencies on employment, record keeping, grievance and other personnel matters and procedures
- Plans, directs, supervises, assigns and evaluates the system's recruitment activities, such as applicant interviewing, determination of applicant qualifications, establishment and maintenance of certification and referral of applicants, background investigations, screenings and reference checks
- Establishes goals and objectives for the department; attends meetings representing the department in personnel matters

- Investigates, analyzes and formulates methods for handling special projects; oversees projects to completion and evaluates final results; prepares and reviews various reports and performs special projects; serves as liaison with outside agencies on special work programs and special projects; advises and directs HR staff on a variety of non-routine matters
- Investigate, analyze and make decisions regarding personnel problems and/or issues
- Maintain online professional development system, making modifications as needed; keep accurate records for all ACS employee renewal credits
- Maintain license – renewal, in-state, out-of-state, routes of licensure and follow State Board policy
- Prepare and administer contracts to certified staff as directed in State and local policy
- Plan and ensure implementation of the New Teacher Orientation (annually)
- Recruitment for certified staff: attend job fairs and follow-up appropriately; seek avenues to recruit minorities
- Assists with Unemployment, Worker’s Compensation and Employee Leaves
- Maintain job descriptions
- Oversee the hiring process, procedures, training and handbooks of substitute teachers
- Administers the school system’s compensation and performance evaluation programs, including job descriptions, salary surveys and position reclassifications.
- Manage, coordinate and act as contact for the Federal Title II grant program; responsible for Title II budget management as well as federal financial and compliance requirements.
- Supervise and evaluate the Beginning Teachers Program and site based mentor training, assignments and stipends
- Supervise training and implementation of the online education evaluation system for certified personnel
- Develop methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction; solve job-related problems and improve organization effectiveness
- Determines the HR training needs throughout the school system; develops and plans training programs to meet the established needs; coordinates the implementation of both on-going and special interest training programs
- Attend all state and regional personnel meetings and local required meetings, Monthly Board meeting, principals’ and directors’ meeting, NWPANC, PANC, FBS Summer Conference, Personnel Law Conferences, BT Coordinator’s State/Regional Meetings, National Board Coordinator’s State/Regional Meetings, Home Base meetings (NCEES platform)
- Searches for applicable grants and grant writing opportunities
- Acts as public information officer
- Performs other related work as required

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.