

JACKSON PARISH SCHOOL BOARD

JOB DESCRIPTION

TITLE: Personnel Director

QUALIFICATIONS:

1. Shall be at least the minimum requirements as stated in *Bulletin 746 revised - Louisiana Standards for State Certification of School Personnel*
2. Physical and mental stamina and ability to perform job functions, responsibilities, tasks, and duties
3. Additional criteria as the Superintendent and/or School Board may establish

REPORTS TO: Superintendent

SUPERVISES: Human Resources Department Program

PERSONNEL EVALUATION RESPONSIBILITY: Human Resource Department Personnel

JOB GOAL:

1. To direct the recruitment and placement of employees and to maintain human resources records
2. To establish and properly maintain local, state and federal programs as designated
3. To assist the Superintendent in delegated areas of responsibility and to perform all duties assigned.

TERMS OF EMPLOYMENT: Contract

SALARY RANGE: Established by School Board

EVALUATION: Performance of this job will be evaluated by the Superintendent in accordance with the provisions of the School Board's policy on evaluation of personnel. The Personnel Director will participate in the personnel accountability program of the local system.

PERFORMANCE RESPONSIBILITIES:

1. Functions of the Personnel Director:

The Personnel Director manages an efficient Personnel system as evidenced by skills in the following:

- Directs the establishment of professional and nonprofessional job requirements.
- Follows and/or develops standard procedures for dismissals, transfers, leaves and other personnel policies and regulations as set by local, state and federal policy.
- Maintains personnel files on teachers and other personnel in regard to certification and other pertinent records.
- Recommends to the Superintendent, in coordination with principals and/or supervisors, employment and separation of professional personnel.
- Keeps parish administrators informed of current personnel requirements and practices.
- Reviews all school and district substitute reports and placement.
- Gathers background checks for all new and/or returning personnel.
- Maintains district certified personnel contracts and job descriptions of the districts personnel.

- Obtains personnel resignations and executes formal exit interviews with all personnel leaving the school system for any reason.
- Serves as member of administrative interview and/or hiring committee(s) when administrative vacancies occur as directed by the Superintendent.
- Prepares and submits according to established deadlines all required and requested local, state and federal forms and reports.
- Conducts conferences with employees concerning personnel matters as needed.
- Attend and/or organize local job fairs for potential applicants.
- Serve as liaison between business department and Superintendent's office.
- Initiate in-service training for all new certified (teachers) personnel as needed.
- Submit policy changes for Board approval in conjunction with Forethought Consulting (policy writers); update JPSB Policy Manual (on-line) with policy changes as needed.
- Update Substitute and Certified personnel applications annually with current information, policies and/or procedures as needed.
- Oversee the completion of a staffing report for monthly board meetings.
- Coordinate all hiring recommendations from principals and/or supervisors, ensure certification and highly qualified status before presenting to superintendent for approval.
- Handle OCR, EEOC, and Justice Department issues as assigned by the Superintendent.
- Handle personnel related issues for the district as assigned by the Superintendent - including necessary discipline measures, due process, etc.
- Coordinate and distribute any necessary opening and closing school documents and procedures each year.
- Keep principals and staff informed of changes in personnel concerning law and policies.
- Support, implement, assist with, and/or ensure application of district initiatives, and other programs/directives of the Superintendent and Board.
- Complete and return all forms, reports, proposals, budgets, evaluations, etc. by required dates.
- Remain open to suggestions, innovative ideas and demonstrate competence in areas of responsibility.
- Communicate appropriately and work effectively with all populations.
- Act as technical advisor and resource person to assist others in area of responsibility. Report to the Jackson Parish School Board as needed or directed.
- Exhibit desirable qualities such as enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude and work ethic, dependability, punctuality, open/fair-mindedness, self-discipline/control, poise, voice-control, effective non-verbal communication, a professional appearance, initiative, and a genuine concern and interest for others. Be an appropriate role model.
- Complete and submit all required evaluation documents in a timely manner to evaluator.
- Perform any duty, not specifically assigned, as deemed necessary by the School Board, Superintendent in order to maintain continuity where needed.

- Follow the specific instructional requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines and bulletins adopted by each.
- Possess effective technological knowledge, computer and secretarial skills necessary to complete job requirements in a timely manner

2. Critical Responsibilities of the Personnel Director:

a. Policies, Procedures, and Philosophy

The supervisor adheres to local School Board policies, procedures, and philosophy as evidenced by:

1. Helping in the establishment of policies and procedures
2. Implementing system policies, procedures, and philosophy
3. Performing all assignments, tasks and/or additional responsibilities/duties as the School Board, Superintendent and/or his/her designee may assign.
4. The Personnel Director is expected to remediate deficiencies identified in the evaluation process as set in Bulletin 130 and the Jackson Parish Program of Professional Evaluation established by ACT 54
5. Participating in the personnel accountability program of the local system

b. Management/Administration

The supervisor assumes these management responsibilities and decisions in areas of specialization as evidenced by skill in:

1. Making recommendations regarding personnel
2. Participating in personnel orientation
3. Planning and implementing conferences and in-service training as needed
4. Preparing and administering assigned budgets
5. Making presentations to the School Board when requested
6. Maintaining accurate and timely records/reports
7. Organizing and coordinating personnel department and programs by:
 - a. Designating role responsibility
 - b. Delegating authority
 - c. Establishing lines of communication
 - d. Supervising and evaluating
8. Participating in district planning as needed
9. Planning and implementing programs and activities as mandated by the local School Board, the State Department of Education, or other governing agencies, and
10. Working with principals in implementing programs, services, and resolving problems

c. Communication and Interpersonal Relationship

The supervisor fosters open communication and positive relationship by:

1. Interpreting school and/or district programs to the community according to established policy
2. Attending to complaints, concerns, and problems in area of responsibility, and
3. Preparing and disseminating communications explaining programs, for which responsible, according to established policy

PERSONAL QUALITIES/CHARACTERISTICS:

The Personnel Director's appearance and demeanor reveal a positive attitude and set appropriate models for colleagues and the community as evidenced by the following:

1. Maintain a professional appearance - (as specified by the LEA).
2. Positive relationship with colleagues and administrative personnel.
3. Appropriate use of standard English.
4. Ability to work tactfully and harmoniously with staff, schools, students, agencies, parent/guardians, colleagues, and/or the public
5. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
6. Demonstrate a good work ethic and professionalism.
7. Demonstrate competency in area of responsibility.
8. Encouraged and/or expected to exhibit:
 - a. Cooperation with colleagues
 - b. Enthusiasm
 - c. Open-mindedness
 - d. Fair-mindedness
 - e. Self-Discipline
 - f. Voice control
 - g. Effective non-verbal communication

REASONING ABILITY:

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
3. Ability to plan, organize, and oversee the work of assigned personnel
4. Ability to hold records, reports and conversations in confidence
5. Demonstrates competency in area of responsibility

PROFESSIONAL GROWTH AND ETHICS:

1. Assumes responsibility for personal professional growth and development; for keeping current with the literature, new research findings, and improved techniques; for attending appropriate professional meetings and conventions approved by the Superintendent and/or School Board
2. Meets the criteria for a Professional Growth Plan following the guidelines in the Jackson Parish Program of Professional Personnel Evaluation
3. Develop and meet a minimum of two yearly performance objectives which positively affect student achievement through job responsibilities.
4. Documentation maintained to support attendance of approved Professional Development workshops and/or conferences.
5. The Personnel Director adheres to standards of ethical behavior established by the local education agency.

PROFESSIONAL CONDUCT: Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to JPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform *the essential functions and responsibilities* of the job and are not meant to be all inclusive.

While performing this job the employee shall:

1. Use strength and physical ability to lift, pull, move, carry, reach and place items needed to perform the functions of the job.
2. Sit, stand for required periods of time and/or walk for required periods of time and distances.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Have ability to bend, squat and/or reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL DEMANDS: The environmental demands described here are representative of those that must be met by an employee to successfully perform the *essential functions and responsibilities* of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings, grounds and/or vehicles in which a variety of chemical substances are used for cleaning, instruction, environmental or bacterial/mold fungus control, pest control, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy or very loud at times.

OTHER REQUIREMENTS: Adheres to the regulations, policies, and procedures established by the State Board of Elementary and Secondary Education, the State Department of Education, and the local School Board as published in minutes, bulletins, and/or other official publications.

My signature below indicates acknowledgement of receipt of the new Jackson Parish Personnel Director Job Description as required by the State of Louisiana. I also understand that the Job Description must be reviewed annually and shall be kept on file at the Central Office with the necessary and current signature(s).

TITLE: Personnel Director

Page 6

DATE: _____ PRINT NAME: _____

EMPLOYEE I.D. NO: _____ SIGNATURE: _____

(Signature indicates receipt of job description)

While the operation of the Jackson Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher or JPSB employee should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.