

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **HUMAN RESOURCE MANAGER**

QUALIFICATIONS:

Bachelors Degree from an accredited four year college or university with a major in Human Resources, Business Administration, Accounting or Public Administration or related field with mid to upper level management experience and (2) years of experience in work related to the below described duties with one (1) year of which must have been in a supervisory capacity. A working knowledge of DOE licensure and recertification requirements is preferred.

REPORTS TO: Assistant Superintendent of Business Services

OVERSEES: All functions related to employee benefit administration, FMLA, worker's compensation, and school division leave procedures.

JOB GOAL: Recruiting and developing the best available employee for each position for Colonial Heights Public Schools. Maintaining a human resources program that includes on-going analysis of employee classification and compensation, comprehensive benefits, employment policy development and interpretation, workers' compensation, employee relations and personnel records management.

PERFORMANCE RESPONSIBILITIES:

- 1) Set up and coordinate a compliant, efficient and effective hiring process
 - Prepare and post recruitment ads and vacancy notices, schedule new teacher recruiting in coordination with the recruiting officer and maintain up-to-date advertisements of openings through web based sites such as APPLITRACK, DOE and our internal web site
 - Maintain computer based application program
 - Obtain appropriate background checks and verify employment representations on applications.
 - Set up interviews for candidates for employment and provide recommendations for pay step, supplements and benefits to the Assistant Superintendent of Business Services
- 2) Provide input regarding school operations, school division job functions, and best practices in educational administration
- 3) Develop and coordinate appropriate periodic and annual evaluations.

- 4) Coordinate annual personnel contracts (annual, new continuing and continuing – exempt and non-exempt). Maintain contract information and key new salaries each year into the Finance and Human Resource system.
- 5) Manage professional staff's licensure certifications and renewals including an up-to-date provisional licensure tracking system to monitor progress towards timely licensure.
- 6) Maintain Division compliance with Employment Laws including FMLA, FLSA, ADA, Workers' Compensation, and EOE with knowledge of public school law regarding employment practices in educational settings.
- 7) Develop, maintain, and distribute active roster of qualified substitute teachers, secretaries and paraprofessionals.
- 8) Provide high level input into personnel policies
- 9) Interpret the laws, rules and regulations for the Superintendent, Assistant Superintendents, department heads and employees involving problems of classification, pay, suspensions, dismissals, leave, reinstatements and re-employment
- 10) Generate various personnel reports upon request.
- 11) Maintain database of all employees (full-time, part-time, and substitutes).
- 12) Input new employees into the Accounting and Human Resource system and ensure contract information and salary is accurate.
- 12) Prepare Personnel Package for the monthly School Board meetings
- 13) Organize and maintain human resource records in an organized manner including electronic data-warehouse software.
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- 15) Consult with City Attorney and other counsel on personnel administrative matters
- 16) Manage and perform other related tasks as assigned or requested in an independent manner.

PHYSICAL REQUIREMENTS: Involves limited physical tasks, including lifting, and operation of equipment such as computer, copier, typewriter, etc.

TERMS OF EMPLOYMENT: 12 month contract, Range I of Administrative /Supervisory Salary Scale as approved by the School Board.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the School Board's policy on Evaluation of Personnel.