**Carroll Independent School District**  
**Job Description**

**JOB TITLE:** Director of Personnel Services  
**Pay Grade:** 005

**Supervisor:** Assistant Superintendent for Administrative Services

**Employment Days:** 226

**Department:** Personnel  
**Wage/Hour Status:** Exempt

**MISSION:**
Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

**JOB SUMMARY:**
This position will assist in defining a Human Resources system that meets top administrative and school district needs to include recruitment, selection, development and implementation of policy, procedures and practices.

**QUALIFICATIONS:**
- Effective interpersonal skills
- Excellent oral and written communication skills
- Master of Education in Educational Administration or equivalency
- Knowledge of selection, training and supervision of personnel
- Extensive knowledge of wage and salary, benefits and employee communication programs
- Ability to manage budget and personnel
- Five years successful administrative/management experience with minimum of two years personnel administration preferred

**MAJOR RESPONSIBILITIES:**
- Implement and administer human resources’ policies, practices and work rules including conflict resolution and employee advocacy techniques.
- Provide specific recommendations and assistance regarding supervisory and employee actions with regard to performance, attendance, conduct/integrity, corrective action and disciplinary action.
- Coach and counsel supervisors on Human Resource issues.
- Coordinate and conduct investigations of alleged employee misconduct.
- Serve as an advocate to supervisors and employees for performance improvement, conflict resolution, attendance management and policy interpretation.
- Develop and implement procedure and practices to ensure compliance with federal statues.
- Make recommendations for improving the effectiveness of policy and practices.
- Administer the district’s leave of absence and Family Medical Leave program.
- Complete and manage federal/state/local personnel surveys.
- Coordinate the district recruitment program.
- Recommend policies and procedures for salary, fringe benefits and other personnel functions.
- Coordinate hiring with district principals and supervisors.
- Ensure district vacancies are posted according to law and policy.
- Review applications for instructional and support positions.
- Interview and make job offers to final instructional and support applicants recommended for employment.
- Conduct criminal background checks on applicants.
- Manage the district's volunteer program.
- Oversee the district substitute teacher program.
- Administer the district program of employee evaluation and ensure systems are implemented uniformly.
- Coordinate the development and revision of job descriptions.
- Recommend classifications for current and new positions.
- Assist in providing cost analyses of salary and wage adjustments for the budgeting process.
- Develop and recommend salary schedules.
- Conduct exit interviews.
- Coordinate the revision of the employee handbooks annually.
- Provide technical assistance to the payroll/benefits department.
- Serve as a resource for workers' compensation issues.
- Respond to unemployment claims submitted by TWC.
- Serve as Title IX Coordinator for the district.
- Coordinate the district's annual service awards.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED:
Standard office equipment including computer and peripherals and other instructional equipment.

MENTAL DEMANDS:
This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
This position will require approximately 15% walking/standing; 75% sitting and 10% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: ______________________        DATE: ___________
(Director of Personnel Services)

APPROVED BY: ______________________      DATE: ___________
(Assistant Superintendent for Administrative Services)