

CODE:
FLSA:

**KERSHAW COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION, OCTOBER 2007**

**JOB TITLE: EXECUTIVE DIRECTOR FOR HUMAN RESOURCES
DISTRICT OFFICE**

GENERAL STATEMENT OF JOB

Under little or no direct supervision, supervises, plans and directs all activities associated with District personnel functions, including staffing, counseling, policy administration, benefits administration, substitute program, and staff records. Resolves personnel issues. Provides supervision and leadership to individual director(s) and support staff to ensure the effective and efficient delivery of personnel programs and services. Reports to the Deputy Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans and directs District personnel programs and services, including staffing, counseling, policy administration, benefits administration, substitute selection and management, and staff records, ensuring compliance with all applicable policies, procedures, regulations and standards.

Supervises professional and clerical support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; allocating personnel; coordinating activities; selecting new employees; acting on employee problems; and recommending employee transfers, promotions, discipline and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Supports the Deputy Superintendent in all areas pertaining to personnel and the fulfillment of administrative/strategic plans.

Recruits, screens, interviews and recommends candidates for employment, including certified, classified and substitute employees.

Oversees the evaluation of performance for all employees.

Administers the District employee benefits program, including insurance, leave, resignation and retirement programs.

Reviews and makes recommendations on employee requests for leave, transfers and retirements.

Hears and resolves employee grievances; counsels employees regarding personnel issues.

Supervises staff development activities within the District. Ensures that all required staff certifications remain current.

Develops value schedule for and authorizes supplemental pay for staff participation in extracurricular activities.

Ensures the maintenance of accurate and up-to-date personnel records.

Develops, evaluates and implements all personnel policies and procedures, ensuring compliance with applicable federal, state and local laws and regulations.

Researches pertinent issues and legislation in personnel management that affect District policy; makes recommendations to the Deputy Superintendent and Superintendent as appropriate.

Prepares and makes presentations to School Board members, other administrators and groups as required.

Performs various administrative/office duties as necessary, including preparing reports and correspondence, compiling information and data for reports, conducting staff meetings, attending District meetings, copying documents, answering the telephone, etc.

Represents the District at various professional and community meetings as appropriate.

Receives, reviews, prepares and/or processes attendance records, legal briefs, SLED background reports, job applications, performance appraisals, drug reports, employment recommendations, payroll reports, staffing reports, insurance documentation / enrollment materials, meeting minutes, presentation materials, memos, correspondence, etc.

Refers to policy and procedure manuals, personnel manuals, regulations, codes of law, etc.

Interacts and communicates with the Deputy Superintendent, Superintendent, Board members, other District administrators and staff, school administrators and staff, insurance representatives, State Department of Education personnel, applicants, retirees, parents of students, and the general public.

Operates various types of machinery and equipment including a computer, printer, calculator, copier, telephone, audio-visual equipment, etc.

Uses clerical, copier and computer supplies.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in education administration or related area in education, supplemented by eight years of experience in school administration and/or human resource administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a S.C. teaching certificate with endorsements in administration.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including a computer, calculator, telephone, etc. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting carrying, pushing and/or pulling of objects and materials of light weight (5 to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of reports and documentation, legal documents, codes, regulations, etc. Requires the ability to prepare complex reports, recommendations, presentation materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a supervisory/management staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages including personnel, education, insurance, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has comprehensive knowledge of the methods, procedures and policies of the Kershaw County School District as they pertain to the performance of duties of the Executive Director for Human Services. Has comprehensive knowledge of the organization of the District. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to plan and develop daily, short- and long-term goals related to District purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Has knowledge in the areas of human resource management, benefits administration and compensation, staff development, counseling, etc. Has knowledge of how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has knowledge of how to plan, organize and direct a management and clerical staff. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of budgets, and knows how to prepare and monitor budgets. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to make public presentations. Has knowledge of how to react calmly and quickly in emergency situations. Is able to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally, directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description