

## PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0268  
Pay Grade: C09

FLSA: -Exempt  
Administrative

### DIRECTOR, HUMAN RESOURCES

#### **REPORTS TO:**

Chief of Human Resources Services

#### **SUPERVISES:**

Support staff

#### **QUALIFICATIONS:**

Master's degree from an accredited college or university in Educational Leadership, Business Administration, Human Resources, Public Administration or related field; or Bachelor's Degree in Business Administration, Human Resources or related field and three (3) years related administrative experience. Demonstrated increasingly more responsibilities in the technical and administrative personnel management realm within a large district/business. -with certification in Administration/Supervision, Educational Leadership, School Principal or an equivalent certification as defined by the Florida Department of Education. Five (5) years teaching or administrative experience plus three (3) years experience as an administrator in a leadership and/or supervisory position at the level of assistant principal or above. Must show evidence of working knowledge of the principals of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

#### **PREFERRED:**

Experience as a school-based administrator with strong background in Human Resources. -Candidates must be willing to commit to and learn all facets of human resource management. Designation of Society of Human Resources Management (SHRM), Professional in Human Resources (PHR), or Senior Professional in Human Resources (SPHR), or Certified Compensation Professional (CCP).

### MAJOR FUNCTION

Responsible for administrative and supervisory functions in all areas of personnel services including but not limited to: labor relations, staffing, compensation, credentialing, records management, unemployment, Office of Equal Opportunity, and compliance with Board and union/association agreements, district policies, and federal/state statutes and mandates and professional development of for all employee groups in order to attract and retain a diverse, high-performing workforce.

### ESSENTIAL RESPONSIBILITIES

- ~~Collaborates in~~ Creates effective and efficient the processes of for recruitment, placement, development, and retention of a high performing, diverse workforce
- Applies knowledge of federal and state regulations, bulletins, transcripts, course contents, Board policy, and other pertinent data in providing interpretation, guidance, and direction to all employee groups.
- Keeps current with legislative and State Board of Education changes that impact requirements for personnel
- Researches and implements best practices in Human Resources management
- Oversees preparation of personnel actions for Board approval
- Confers with all employees on general personnel matters to investigate and resolve human relation situations
- Works with Compensation and Payroll for implementation of salary payments and procedures
- ~~Assists with the development and deployment of departmental improvement initiatives~~
- Serves as a liaison with appropriate stakeholder groups

## DIRECTOR, HUMAN RESOURCES

- Serves on cross-functional teams, interview committees/screenings, community and/or leadership boards, and in the collaborative bargaining process to representing—the Human Resources perspective
- ~~Serves on community boards as requested~~

### ESSENTIAL RESPONSIBILITIES (Continued)

- Attends workshops or other appropriate training on related issues
- ~~Represents Human Resources on screening and interview committees for administrative and P/T/S positions~~
- Partners with state, local, and community stakeholders including institutions of higher learning
- Provides technical assistance and coordination of services to ensure compliance with the Americans With Disabilities Act (ADA)
- Collaborates with the Technology Information System (TIS) department in the development of reports and information regarding compliance with district policy and federal and state statutes
- Creates processes to ensure equal opportunity in all programs, activities, and employment offered by the district
- Provides leadership and supervises, trains, and evaluates staff
- ~~Exercises control over~~ Assists with teacher placement ~~in~~ based on units allocated to schools and/or centers and programs;
- ~~m~~ Monitors minority ratio of staff in compliance with stipulated agreements
- Supervises the processing of instructional employment applications ~~for the assigned area,~~ which includes checking references, qualifications, and making a final evaluation of ~~the~~ all applicants
- Approves all employment offers
- Works with administrators and supervisors in personnel placement
- Manages the reappointment and transfer process for all personnel
- Oversees compliance processes and responds to complex queries, including audits
- Coordinates and oversees the instructional salary increment process
- Provides leadership for personnel services consistent with labor agreements and School Board policies
- Ensures that personnel processes are aligned with bargaining agreements
- Works with Administrators in the recruitment, placement, and retention of teachers in critical need areas
- ~~Coordinates and monitors the District's employee appraisal process~~
- ~~Develops and coordinates the application, selection, placement, and evaluation processes for all specialized hiring~~
- ~~Manages~~ Oversees selection, training, and placement of substitutes
- Coordinates administration of all supplements
- Performs related duties as required

### PROFESSIONAL DEVELOPMENT:

- ~~Develops and implements the district's Master In Service Plan and comprehensive recruitment and retention plan~~
- ~~Develops and monitors the Professional Development System at the district and school level to be in compliance with the FL-DOE Protocol for Professional Development~~
- ~~Coordinate and advertises professional development opportunities for all employee groups~~
- ~~Facilitates assessment and leadership development of potential and current administrators~~
- ~~Gathers, analyzes, and reports data regarding the district's professional development and makes appropriate improvements~~
- ~~Coordinates, implements, directs and evaluates the district's Professional Development and Improvement Network (PDIN) program~~
- ~~Coordinates, implements, directs, and evaluates the district's teacher induction program~~
- ~~Coordinates and provides training for Clinical Education and site based mentors~~
- ~~Coordinates, implements, directs, and evaluates the district's Transition to Teaching program~~
- ~~Partners with higher institutions and curriculum services to facilitate teacher intern placement~~

## DIRECTOR, HUMAN RESOURCES

- Develops district's expectations for employees and designs a system to communicate expectations to all district employees.
- Assists employees who do not meet performance expectations by identifying and coordinating available resources
- Coordinates the development and training of the district's employee appraisal systems
- Designs and monitors the instructional professional development plan and leadership development plan
- Serves as district liaison with DOE regarding professional development responsibilities
- Assists administrators and supervisors with employee appraisals
- Assists and supports administrators and supervisors who have identified employees who do not meet performance expectations
- Maintains records of In-Service Points earned by employees for professional growth and for recertification
- Plans, coordinates, and delivers professional development for non-instructional employee groups

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 3/04 AK; BOARD APPROVED: 4/14/04; REVISED: D&R AND PQs 7/09 RAS; REVISED FORMAT; QUALIFICATIONS, PREFERRED, MF, ER, ADA 2/19/13 LM, CK; BOARD APPROVED:

# DIRECTOR, HUMAN RESOURCES

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors	X				
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				