

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C08

FLSA: -Exempt
Administrative

ASSISTANT DIRECTOR, HUMAN RESOURCES/PROFESSIONAL DEVELOPMENT
<p>REPORTS TO: Assistant Superintendent, Human Resources Services Director, School Leadership</p>
<p>SUPERVISES: Support Staff</p>
<p>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.</p> <p>PREFERRED: Experience as a school-based administrator with strong background in Human Resources Designation of Society of Human Resources Management (SHRM), Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or Certified Compensation Professional (CCP).</p>
MAJOR FUNCTION
<p>Directly responsible for the transformational process of the Scale-Up Schools through recruiting, evaluating, interviewing, and hiring the best candidates for all positions that support student growth in a select number of schools.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Creates effective and efficient processes for recruitment, placement, and retention of a high performing, diverse workforce in collaboration with the Human Resources Division. • 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 recommendations for approval • Confers with all employees in the selected schools on general personnel matters to investigate and resolve human relation situations • Works with Compensation and Payroll for implementation of salary payments and procedures • Serves as a liaison with appropriate stakeholder groups • Attends workshops or other appropriate training on related issues • Partners with state, local, and community stakeholders including institutions of higher learning • 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 • Provides leadership and supervises, trains, and evaluates staff • Assists with teacher placement based on units allocated to select schools • Monitors minority ratio of staff in compliance with stipulated agreements

ASSISTANT DIRECTOR, HUMAN RESOURCES/PROFESSIONAL DEVELOPMENT

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"> • Supervises the processing of employment applications which includes checking references, qualifications, and making a final evaluation of all applicants through the Human Resources Division • Approves all employment offers through the Human Resources Division • Works in collaboration with other 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 • Provides leadership for personnel services consistent with labor agreements and School Board policies • Ensures that personnel processes are aligned with bargaining agreements • Performs related duties as required
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 02/24/16 CH; BOARD APPROVED:</p>

ASSISTANT DIRECTOR, HUMAN RESOURCES/PROFESSIONAL DEVELOPMENT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Assistant Director, Human Resources/Professional Development – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: C08

FLSA: Exempt
Administrative

ASSISTANT DIRECTOR, SCHOOL LEADERSHIP

REPORTS TO:

Director, School Leadership

SUPERVISES:

Instructional Staff Developers
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university in the area of educational administration and supervision, educational leadership, or an equivalent certification as defined by the Florida Department of Education. Three (3) years administrative or supervisory experience and demonstrated experience in program planning and implementation. Demonstrated strong communication and leadership skills.

MAJOR FUNCTION

Responsible for providing assistance to the Director, School Leadership in supporting the lowest-performing schools within the district. The Assistant Director will provide assistance to principals in the lowest-performing schools. Ensure that schools demonstrating the greatest need, based on data analysis receive the highest level of support.

ESSENTIAL RESPONSIBILITIES

- Collaborates in the development of School Improvement Plans of the lowest-performing schools through analysis of each school's situation
- Assists in the implementation of School Improvement Plans of the lowest-performing schools
- Assists tracking and reporting on the progress of the School Improvement Plans of schools identified as lowest-performing schools
- Assists in the hiring of all personnel at the low-performing schools
- Assists schools in reviewing and replacing teachers who have not contributed to increased learning gains or those teachers who did not contribute to improving the school's performance
- Assists in implementing the recruitment/retention plan to encourage teachers and instructional coaches to transfer to or remain at lower-performing schools based on increased learning gains
- Reviews data to determine the effectiveness of all instructional programs and class offerings in schools identified as lowest-performing schools
- Monitors academic progress of students at identified schools through formative and summative evaluations
- Supports in assessing, aligning, and monitoring professional development for faculty at identified schools to ensure the professional development required for the student population is effective
- Assists school-based leaders at identified schools in improving the effectiveness of the coaching model
- Aids in the development, support, and facilitation the implementation of policies and procedures that guide school-based teams with direct-support systems for each school principal in the area of school improvement
- Assists in monitoring the implementation of Multi-Tiered Systems of Support (MTSS) in schools identified as lowest-performing schools
- Reviews the instructional pacing guides to ensure alignment to the Florida Standards
- Identifies and provides support required to implement any new curriculum, including professional development
- Performs other related duties as required

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 02/25/16 CH; BOARD APPROVED:

WORKING CONDITIONS & PHYSICAL EFFORT:	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					
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Assistant Director, School Leadership – ADM

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6975
 Pay Grade: ~~G03~~ E01

FLSA: Exempt
 P/T/S

<p>SUPERVISOR, PERSONNEL RECORDS HUMAN RESOURCES RECORDS ANALYST</p>
<p>REPORTS TO: Director, Human Resources Services</p>
<p>SUPERVISES: Support Staff</p>
<p>QUALIFICATIONS: Graduation from high school or possession of a GED, supplemented by course work in supervision, plus five (5) to seven (7) years of clerical experience performing most of the duties stated in the "Duties and Responsibilities" section, or an equivalent combination of education, training, and experience.</p> <p><u>Bachelor's degree from an accredited college or university and three (3) years of progressively responsible related experience or an Associate's degree, or equivalent, from an accredited college or university and five (5) years of progressively responsible related experience. A year of related experience may be substituted for each year of the educational requirements stated above. This experience must include at least three (3) years in a supervisory or other leadership capacity.</u></p>
<p>MAJOR FUNCTION</p>
<p>Performs highly responsible, supervisory and technical duties involving personnel records maintenance. Functions are varied and include supervising duties of a clerical staff in the implementation of State and School Board rules, regulations, and policies pertaining to a wide variety of personnel-related activities.</p>
<p>ESSENTIAL RESPONSIBILITIES</p>
<ul style="list-style-type: none"> • Interviews, selects, trains, supervises, and evaluates personnel engaged in duties pertaining to activities such as the preparation and issuance of teacher contracts, employment verification, teacher certification, employee retirement, teacher supplements, appointment of part-time teachers, appointment of instructional personnel to summer programs, personnel record microfilming, payroll deductions and the U.S. Savings Bond Program. • Coordinates data processing activities relative to personnel records. • Compiles personnel statistics, responds to State and Federal surveys and compiles informational brochures concerning demographic data on school district personnel. • Reviews personnel files with School District employees and third parties on request. • Responds to subpoenas. • Serves as Personnel Department representative on district-wide committees such as the Calendar Committee. • Develops annual personnel calendar; responsible for records update utilized in the printing of annual Personnel Directory. <u>• Retrieves, reviews, and redacts employee records in response to public records requests from various agencies as required to remain in compliance with Florida Statutes</u> <u>• Supervises clerical staff responsible for the maintenance, retrieval dissemination, retention, and disposal of personal records in compliance with applicable federal and state laws</u> <u>• Coordinates the district's response to subpoenas, public records requests, media requests, worker's compensation requests, request to produce, etc.</u> <u>• Coordinates the districts response to personnel audits, both internal and external</u> <u>• Serves as an expert witness for the district in depositions and court appearance as needed</u>

SUPERVISOR, PERSONNEL RECORDS HUMAN RESOURCES RECORDS ANALYST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"> • <u>Partners with the School Board Attorney’s Office and Office of Professional Standards to ensure that best practices are followed in the implementation of district policies and procedures</u> • <u>Partners with other district departments/schools to ensure stakeholders are included in the development and execution of new policies and procedures</u> • <u>Manages a records vault which contains more than 16,000 active employee records</u> • <u>Manages a remote storage location that retains personnel records in accordance with Florida Statutes</u> • <u>Manages a microfiche/microfilm system for the retrieval of former employee personnel records</u> • <u>Responds to experience verification requests from education institutions as well as other employers</u> • <u>Responds to requests for verification of employment</u> • <u>Conducts personnel file reviews with district employees and third parties on request</u> • <u>Serves as the Human Resources representative on districtwide committees such as the calendar committee</u> • <u>Prepares employee records for archiving</u> • <u>Verifies employee service and maintains employee history file</u> • <u>Performs other clerical duties of a personnel nature (study and/or research personnel reports and records and maintain official personnel data information and files)</u> • <u>Uses a computer terminal to inquire about employee information and perform basic computer skills such as keyboarding</u> • <u>Performs other related duties as required</u>
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 10/79 SSN; BOARD APPROVED: 10/79; REVISED: (D & R ONLY), 8/85 PBL; REVISED: FORMAT, PG, TITLE, MQ, ER 02/26/16 CH; BOARD APPROVED:</p>

SUPERVISOR, PERSONNEL RECORDS HUMAN RESOURCES RECORDS ANALYST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
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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				

Supervisor, Personnel Records Human Resources Records Analyst – PTS